



CITY OF COLLEGE PARK
PROPOSED OPERATING
BUDGET & CIP
FOR FISCAL YEAR 2023



CITY OF COLLEGE PARK

PROPOSED OPERATING BUDGETS & CIP

FISCAL YEAR 2023



The Honorable Patrick L. Wojahn, Mayor

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BUDGET MESSAGE



March 11, 2022

Mayor & City Council and Residents of the City of College Park:

In accordance with the City Charter, I am pleased to submit the City of College Park's Fiscal Year 2022-2023 (FY2023) Proposed Budget. Included are the City's General Fund, ARPA Allocation Fund, Debt Service Fund, Capital Projects Fund, and the Five-Year Capital Improvement Program (CIP) for Fiscal Years 2023-2027.

As a result of the COVID pandemic, the last two fiscal years were unprecedented and more challenging than any time in recent memory in many ways, including financially for the City. Though the City's financial condition did not take as hard of a hit as originally forecasted, and in fact improved over pre-COVID numbers, we continue to face the challenge of providing outstanding services while balancing operating costs with revenue sources.

The FY2023 Proposed Budget was prepared in a thoughtful manner with caution in light of improving conditions while continued uncertainty exists of what the "new normal" will be for us. The focus throughout this budget preparation process has been the City's five-year strategic plan, as detailed later in the Introduction section. This budget recommends providing tax relief to our residents and businesses in these challenging times, in the form of a property tax rate reduction to the constant yield tax rate, for the second consecutive year. At the same time, we are proposing expansion of full-time positions (3 new FTEs) and other operating costs to support strategic service delivery to ensure that our residents continue to receive the high level of services that they have come to expect.

THE BUDGET PROCESS

The budget review, approval and monitoring process are designed to be transparent and ensure that our actions are ethical and accountable.

The City operates on a fiscal year, running from July 1 to June 30. The budget process begins in December with guidelines issued to department directors by the City Manager. At the same time, the Mayor and City Council members are asked to submit any special requests they have for the upcoming budget. Similarly, all residents are invited to provide their input on the proposed budget, in the form of a posting on the City's website and a "Request for Resident Suggestion/Recommendation" submittal.

Departmental requests are prepared and submitted in January. The City Manager meets with each department director to discuss their challenges, needs, and requested budgets. Changes and revisions to the requests and revenue projections are incorporated into the Proposed Budget which is submitted to the Mayor and Council in early March.

The Mayor and Council have a day-long budget worksession in late March to review and discuss the budget with the City Manager and directors. A budget ordinance is introduced at a regular meeting of the City Council in April and a public hearing on that ordinance is held in May. The City Charter requires that a budget ordinance for the upcoming fiscal year be adopted by May 31.

The basis of budgeting for all funds conforms to generally accepted accounting principles. The governmental funds use the modified accrual basis of accounting, under which revenues considered to be both measurable and available for funding current appropriations are recognized when earned. All other revenues are recognized when received in cash, except that revenues of a material amount that have not been received at the normal time of receipt are accrued, and any revenues received in advance are deferred. Expenditures are recorded at the time liabilities are incurred, except for accumulated sick leave, which is treated as an expenditure when paid. The Budget is organized by groups of accounts known as Funds. Each Fund is considered a separate accounting entity with its own assets, liabilities, equity (fund balance), revenues and expenses.

THE CURRENT FISCAL YEAR - FY2022

Based on current projections, General Fund revenues will exceed expenditures by almost \$1.5 million at the end of FY2022 (excluding lost revenue recovery timing adjustments). With ongoing impacts from the COVID pandemic, this is welcome news. The surplus is attributable to several factors, including the recovery of General Fund revenue loss allowed by ARPA and careful spending by department directors. Further, the ARPA allocation also provides funding for expenditures related to COVID, such as PPE and programs providing grants and financial assistance provided to small businesses, families, and individuals. Without the ARPA funding to cover those costs, the General Fund projected surplus would have effectively disappeared.

The projected surplus would increase unassigned fund balance of the General Fund to \$6.07 million as of June 30, 2022, representing 30% of FY2023 budgeted expenditures. This is in spite of the fact that FY2021 General Fund reserves were decreased by \$5.44 million, resulting from a planned transfer of fund balance in excess of the 25% retention goal as of June 30, 2021.

THE FY2023 BUDGET

In terms of the overall approach to the budget, the following considerations guide budget recommendations:

- Certain revenues are still reduced due to ongoing effects of the COVID pandemic.
- Limit budget expenditures to prior year levels or minimal, inflationary increases and seek expenditure reductions where possible.
- Pursue alternative revenue sources for all services as well as total cost coverage for fee setting purposes.
- Actively seek enhancements to existing programs and proactively look for new ways to deliver quality, efficient services.

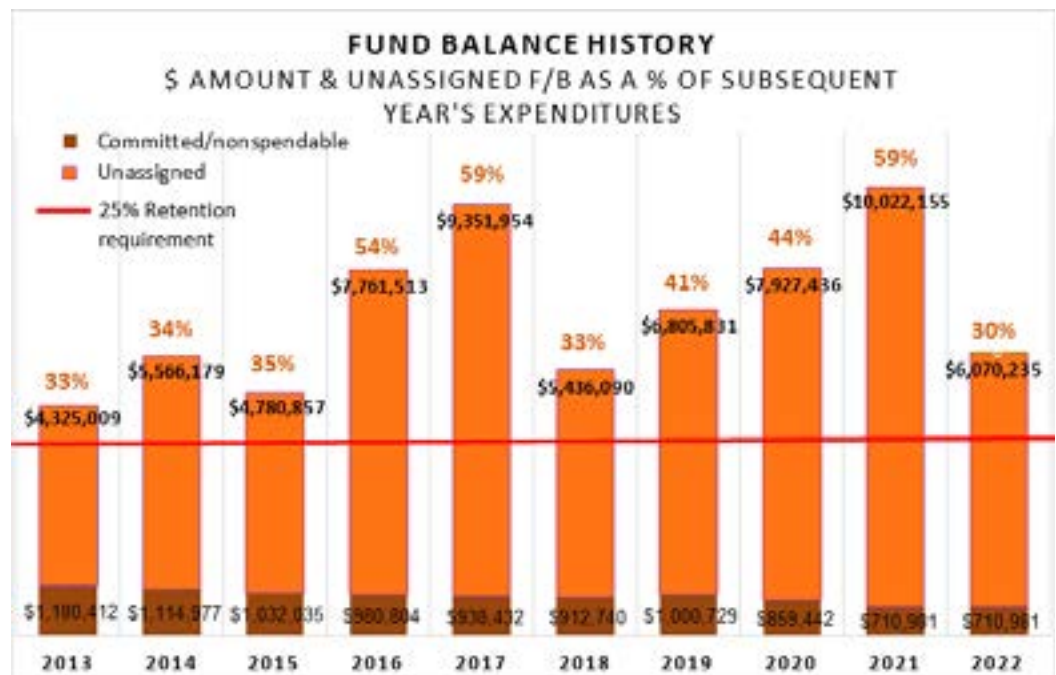
GENERAL FUND

The General Fund is the primary operating fund of the City. It accounts for all tax-related revenue, license and permit fees, charges for services, fines, and other miscellaneous revenues. It provides funding for all services and operational expenditures of the City, including debt service and capital expenditures, except for certain capital projects which have funding from other sources dedicated to those specific projects.

Fund Balance

As a measure of fiscal health local governments and analysts look at fund balance levels as a percentage of total expenditures. Sufficient reserves should be maintained to respond to unanticipated events and circumstances; maintain credit worthiness with banks and rating agencies; allow for the ability to fund smaller capital projects without incurring debt; generate investment income; and ensure cash availability and liquidity.

The Government Finance Officers Association (GFOA) recommends, at a minimum, that general purpose governments maintain an unassigned fund balance of at least two months of operating expenditures, or a 16.67% fund balance. For the City of College Park that equates to a fund balance of approximately \$3.35 million based on FY2023



budgeted expenditures. However, as mentioned, College Park has a retention goal of unassigned fund balance of 25% of expenditures (excludes transfers and contingency), approximately \$5 million. As mentioned above, the City's projected June 30, 2022, unassigned fund balance of \$6.07 million exceeds the retention goal.

The chart on the previous page shows a historical perspective of the City's fund balance both in dollars and as a percentage of the subsequent year's expenditures.

FY2023 Budget Overview

Typical of most municipalities, College Park's largest funding source is tax revenue, accounting for 58% of all revenues. Of that, 42% is from general property taxes and 16% from other taxes, such as State income tax and hotel/motel tax. Fines and fees, primarily from speed enforcement camera revenue, account for 14.5% of total revenue.

Real estate property tax, the largest single source of revenue for the City, is budgeted based on assessed value data received from the State Department of Assessments and Taxation (SDAT). SDAT also provides the City with a constant yield tax rate (CYTR) certification. The CYTR is the property tax rate that, when applied to new assessments (for FY2023), will result in the City receiving the same revenue in the coming taxable year (FY2023) that was produced in the prior taxable year (FY2022).

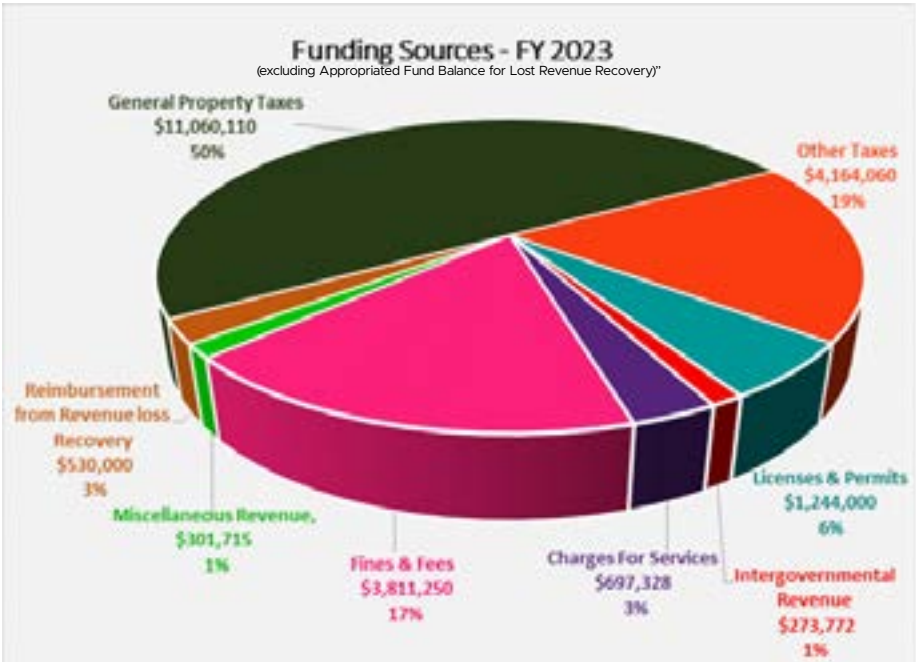
The CYTR for FY2023 is \$0.3018 (30.18 cents). The FY2023 budget proposes the CYTR, a decrease from the current tax rate of \$0.3131 (31.31 cents), of 1.13 cents.

Real estate property tax is reduced by certain tax credits such as the Homeowners credit and revitalization tax credits (RTCs). RTCs have been granted for certain developments that were deemed to provide a substantial economic benefit for the City. There are two RTCs (The Hotel and the Cambria Hotel) impacting the FY2023 budget totaling \$98,370. These credits are reimbursed from the estimated \$600,000 of property tax to be received on those properties in FY2023.

Certain other revenues, such as Highway User Tax and State Aid for Police Protection, are also based on projections from State agencies; however, most revenue is budget based on trend analysis considering the past several years, with emphasis on FY2021 actual results and projections for FY2022. These trends are adjusted for known economic factors, primarily related to the lingering COVID pandemic, which may affect FY2023 revenue.

The following economic factors are considered and assumed for FY2023:

- The economy will remain relatively stable; inflation will be moderate, providing slight increases in intergovernmental revenues and charges for service.
- Short- term interest rates will see small increases from their historically low levels and are anticipated to increase further in coming years.
- Increases in certain revenues sources, primarily affected by traffic and customers returning to businesses in the downtown area, have been included in FY2022 and FY2023 budget projections.



Revenue and Other Financing Sources (Funding Sources)

The budgeted revenue and other financing sources of \$22.08 million is a 26.3% decrease or \$7.89 million, compared to the FY2022 budget. The primary reason for this significant decrease was the inclusion of \$10 million for lost revenue recovery the City's ARPA allocation in FY2022, a one-time occurrence not recurring in FY2023.

Excluding that difference, the City would have seen a 10.6% or \$2.11 million increase in revenue. That increase is primarily attributable to a \$220,500

increase in Property Tax revenue mainly resulting from increased assessed values netted against a reduction in the property tax rate; a \$1.16 million increase in Fines and Fees, from additional speed camera revenue projected for FY2023; and \$530,000 representing funding budgeted to be reimbursed for FY2022 lost revenue allocated for the RE property tax rate decrease and grants to three local volunteer fire departments providing first responder service to the City.

A comparative summary of revenue by category follows:

Revenue by Category	FY2022 Adjusted Budget	FY2023 Proposed Budget	Increase (Decrease)	% Change
General Property Taxes	\$10,839,582	\$11,060,110	\$220,528	2.0%
Other Taxes	4,048,433	4,164,060	115,627	2.9%
Licenses & Permits	1,070,600	1,244,000	173,400	16.2%
Intergovernmental Revenue	273,772	273,772	-	0%
Charges for Services	752,228	697,328	(54,900)	-7.3%
Fines & Fees	2,650,300	3,811,250	1,160,950	43.8%
Miscellaneous	38,890	301,715	(37,175)	-11.0%
Transfers In - Lost revenue recovered	10,000,000	-	(10,000,000)	100.0%
Reimbursement from ARPA Revenue Loss	-	530,000	530,000	-
Total Revenue Budget	\$29,973,805	\$22,082,235	\$(7,891,570)	-26.3%

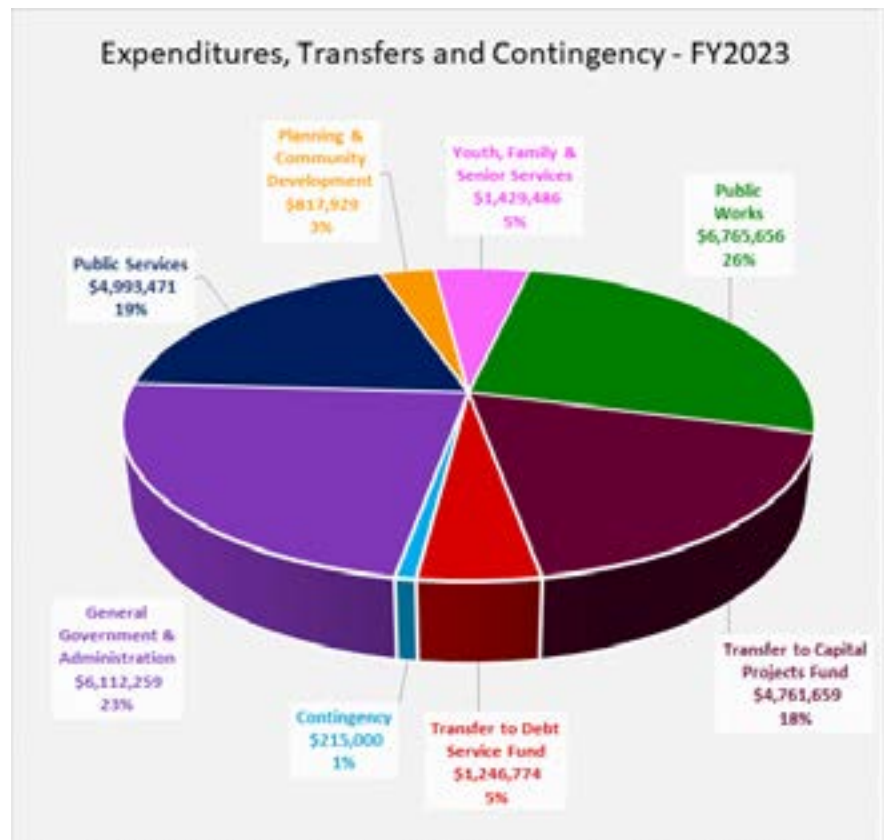
Expenditures, Transfers and Contingency

The General Fund budget provides for all salaries and wages, employee benefits, operating expenditures, capital outlay of less than \$10,000, and contingency. It also provides for significant capital expenditures, projects, and debt service through interfund transfers to the Capital Projects Fund and Debt Service Fund, respectively.

The FY2023 budget proposes total expenditures, transfers, and contingency of \$26.34 million, a 12.8% increase, or \$2.99 million compared to the FY2022 budget.

The increase is primarily due to General Government and Administrative and Public Works expenditures increasing by \$646,000 and \$536,000, respectively, and transfers to the Capital Projects Fund increasing by \$1.0 million.

A comparative summary of expenditures, transfers and contingency by category follows:



	FY2022 Adjusted Budget	FY2023 Proposed Budget	Increase (Decrease)	% Change
Expenditures:				
General Government & Administration	\$5,466,235	\$6,112,259	\$ 646,024	11.8%
Public Services	4,621,708	4,993,471	371,763	8.0%
Planning & Community Development	628,538	817,929	189,391	30.1%
Youth, Family & Senior Services	1,347,324	1,429,486	82,162	6.1%
Public Works	6,229,007	6,765,656	536,649	8.6%
Total Departmental Expenditures	\$18,292,812	\$20,118,801	\$ 1,825,989	10.0%
Transfers:				
To Capital Projects Fund	3,757,290	4,761,659	1,004,369	26.7%
To Debt Service Fund	1,203,290	1,246,774	43,484	3.6%
Contingency and other Requests	100,000	215,000	115,000	115.0%
Total Expenditures, Transfers & Contingency	\$23,353,392	\$26,342,234	\$2,988,843	12.8%

Personnel Costs

Personnel costs (salaries, wages, and benefits) represent the largest cost for the General Fund - \$12.64 million for FY2023, accounting for 62.8% of total departmental expenditures. This is an increase of \$822,000 or 7% over the FY2022 budget.

This increase is due to a variety of reasons, most significantly: a) merit increases and a 3% cost-of-living adjustments as negotiated with the Union, as well as a \$2,000 stipend for Union employees that was extended to non-union employees; b) the addition of three new full-time positions (Administrative Assistant for the City Clerk; Communications Coordinator; and a Systems Engineer for Information Technology); c) three new part-time Administrative Assistant positions – one each in Human Resources, Public Services, and Public Works.

Capital Outlay

General Fund capital outlay within departments for FY2023 totals \$116,390. This is for minor capital expenditures, with costs of less than \$10,000. Information Technology includes requests for computer hardware and software totaling \$78,740; and Public Works requests total \$35,150 for a number of items including \$5,000 for a container for street sweeping debris; Security cameras at the Public Works Yard and new City Hall totaling \$20,000; and \$3,500 for GPS equipment for vehicles.

Departmental capital items exceeding the \$10,000 threshold are included in the Capital Projects Fund. They are funded, along with other CIP projects, by the General Fund through a transfer to the Capital Projects Fund.

Expenditures by Functional Area

City operations are categorized into five functional areas: General Government & Administration; Public Services; Planning and Community Development; Youth, Family & Senior Services; and Public Works. A functional area is defined as a logical grouping of activities or processes in the organization representing similar operational goals or functions. Within the first four functional sections are the departments/ programs that comprise the function. The Public Works function has five divisions (Solid Waste Management, Streets & Parking Management, Buildings & Grounds, Engineering and Fleet Services) with departments/ programs organized under each.

The budget is organized by functional section, with more detailed information about each program budget included within the function, or divisions for Public Works. This includes a description of the program; Expenditures by Functional Area; significant accomplishments and budget highlights; personnel and expenditure summaries; detailed explanations for certain expenses; performance measures; and a detail program budget.

Functional Sections and their Departments/Programs

General Government & Administration: Includes Mayor & Council, City Manager, Economic Development, City Clerk, Finance, Human Resources, Information Technology, Communications & Special Events, City Attorney, Non-departmental costs (Utilities, insurance), Elections and advisory boards and committees.

Public Services: Includes Administration, Parking Management and Enforcement, Code Compliance and Enforcement, Animal Welfare, Speed Enforcement and Contract

Planning & Community Development: Includes Administration, Community Development and Planning.

Youth, Family & Senior Services: Includes Administration, Clinical Services and Senior Services.

Public Works: Includes Administration; Solid Waste Management (Refuse Management, Leaf & Grass Collection, Litter & Graffiti Control, Recycling, and Compost Yard Operations); Streets & Parking Management (Street Cleaning, Signage, Street Maintenance, Snow & Ice Control, Parking Lot Maintenance, and Parking Garage); Buildings & Grounds (Public Works Buildings, Recreational Facilities Maintenance, Building Maintenance, Turf & Right of Way Maintenance, and Tree & Landscape Maintenance); Engineering; and Fleet Maintenance.

Interfund Transfers and Contingency

Interfund transfers represent payments from the General Fund to the Capital Projects Fund for the City's share/cost of capital items and to the Debt Service Fund to provide for the debt service requirements on the Parking Garage Bond and the 2019 GO Bond for the new City Hall and Duvall Field renovation.

As mentioned earlier, the FY2022 budget provided for a transfer of unassigned fund balance (as of June 30, 2021) in excess of the 25% retention requirement to the Capital Projects Fund. It was estimated at \$4.95 million, but the actual amount was to be determined on the results of the FY2021 audit. Based on the audited financial statements, the actual transfer was calculated at \$5.44 million. The transfer will not be used in FY2022 but to be allocated over the subsequent four years (FY2023-FY2026) for capital needs and reduce the required operating transfer from the General Fund to CIP in each of those years. Proposed allocations of the excess fund balance transfer are:

Transfer to CIP for use in:	FY2023	\$2,000,000
	FY2024	1,200,000
	FY2025	750,000
	FY2026	490,000
Allocations to specific projects:		
College Park Woods Clubhouse		650,000
North College Park Community Center- Year 1 of 4-year funding		350,000
Total		\$5,440,000

Contingency is an appropriation for unanticipated or unforeseen expenditures and/or to provide funding for items that might arise under certain circumstances. The FY2023 contingency budget is \$100,000. There are no current plans to spend these funds. Also included with the Contingency line is \$115,000 designated for “other requests”. It is my intention to allocate some of those funds to requests prior to the budget worksession and that the remainder will be used for Council requested items agreed to at the budget worksession.

ARPA ALLOCATION FUND

The City is accounting for its allocation of Local Fiscal Recovery Funds (LFRF) provided by the American Rescue Plan Act (ARPA) in a separate Fund, called the ARPA Allocation Fund. For ease of discussion and references, this document refers to LFRF as “ARPA” funds or funding.

The City's total ARPA funding is \$21.97 million. The first half \$10.99 million was received on July 13, 2021. The second half is expected to be paid on or about July 13, 2022 and will be accrued for FY2022 primarily for a more understandable presentation, reflecting the total amount of Revenue in a single fiscal year.

The City Council has elected to take the maximum \$10 million standard allocation for its lost revenue recovery as provided by the US Treasury’s final rule on use of LFRF. It is a one-time transfer and will occur in late March 2022 after a public hearing and formal Council approval.

The \$10 million lost revenue recovery in the General Fund is proposed to be allocated as follows:

Previously committed uses \$1,879,587 (FY2022 Budget Amend.#1):		
Support FY2022 tax rate reduction to CYTR	\$ 380,000	General Fund
First responder grants (\$50k each)	150,000	General Fund
FY2022 CIP	5,210,000	Cap.Proj. Fund
FY2023 CIP	4,260,000	Cap.Proj. Fund
Total	\$10,000,000	

For FY2023 budget, the remaining ARPA funding of \$4.37 million will be allocated for projects and uses as determined by the City Council.

DEBT SERVICE FUND

This Fund is used to account for the City’s long-term debt obligations. The long-term debt of the City consists of the 2015 Parking Garage Refunding Bond, 2019 GO Public Improvement Bonds and a Community Legacy Loan.

The Community Legacy loan is a non-interest-bearing loan with an outstanding balance of \$150,000. This is due in a final payment of \$150,000 due December 2025 (FY2026).

Debt service on the Parking Garage Bond is due in semi-annual installments, including interest, totaling approximately \$573,000 annually, through October 15, 2031. This bond is secured by the full faith and credit of the City. The current outstanding balance is \$4.72 million. The \$438,000 principal payment due in FY2023 (October 2022) will bring the balance to \$4.28 million.

The balance of the \$16.37 million 2019 GO Public Improvement Bonds is \$15.65 million. Payments are due in semi-annual installments, including interest on October 1 and April 1. For the first 20 years of this 30-year bond the debt service is \$902,000 annually. For the final ten years the debt service drops to \$594,000 per year. This bond is secured by the full faith and credit of the City. The FY 2023 (October 2022) debt service payment includes \$385,000 for principal which will bring the balance down to \$15.625 million.

The Debt Service Fund had significant reserves in past years. Since there was no retention goal set for this fund, those reserves have been used to pay the required debt service on the Parking Garage Bond, reducing the amount transferred from the General Fund. For FY2023, those reserves are nearing depletion. The FY2023 budget proposes to use half (\$110,696) of the remaining reserve (\$221,393) to subsidize the debt service payment on the Garage Bond.

CAPITAL PROJECTS FUND

This fund is used for capital outlay of more than \$10,000. This fund summarizes the more detailed 5-year Capital Improvements Program (CIP). The CIP includes one-time capital expenditures referred to as “departmental capital,” and significant capital projects that span more than one fiscal year for completion, typically referred to as “CIP.” Some CIP projects, such as new City Hall, were initially created to accumulate funds for future expenditures on the project.

For individual CIP projects, there are detailed, multi-year financial plans behind the CIP summary. These project sheets have a brief description of the project; funding sources and expenditure projections; and reserve balances for each project. They also include the impact the project may have on City operations upon completion, estimated total cost if known, and staff responsible for the project.

Capital projects are funded by the General Fund, bonds, grants, State funds and developer contributions. Funding other than General Fund is not always committed or guaranteed and may be estimated in the budget. The FY2023 the Capital Projects Fund budget is funded by a net transfer from the General Fund of \$4.76 million. In addition to the operating transfer of \$2.5 million, it includes specific allocations for the North College Park Community

Center and College Park Woods Community Center; lost revenue allocation for CIP; and, the first allocation of the FY2022 excess fund balance transfer to subsidize the transfer from the General Fund.

CLOSING

Through priorities established by the Mayor and City Council, staff and I have taken a steady, measured approach in preparing this budget. Despite various challenges, the FY2023 Proposed Budget reflects the continuation of the City's leadership to collaborate and work towards the ongoing success of the City's strategic plan. The proposed budget specifically provides for:

- Strong fund balance reserves at, or above, policy level of 25% throughout the current five-year forecast.
- A property tax rate reduction in FY2023 to the CYTR.
- Pay increases for the City's dedicated workforce, including contract police officers, which continues to be one of our greatest assets. They are a critical component to the successful delivery of efficient and effective services to our residents.
- Continued investments in CIP projects and capital asset maintenance and replacement. The transfer of excess fund balance (over the 25% retention goal) in FY2022 will allow some relief to the General Fund in meeting its infrastructure funding needs in FY2023, FY2024 and FY2025.

Going forward, it will be important to monitor the changing economic landscape and make corrections when necessary to the City's strategy. Conservative budgeting will sustain the City's financial reserves and mitigate the effects of economic "surprises."

I would like to thank the Mayor and City Councilmembers for providing a positive vision and direction for the preparation of the FY2023 Proposed Budget; and acknowledge the department directors and staff for their contributions and commitment to the budget process.

Respectfully submitted,

A handwritten signature in black ink that reads "Kenneth A. Young". The signature is fluid and cursive, with the first name "Kenneth" and last name "Young" clearly legible. The middle initial "A." is smaller and less distinct.

Kenny Young
City Manager

OVERVIEW OF THE CITY OF COLLEGE PARK



The City of College Park, Maryland, located within Prince George's County, is a northern suburb of Washington, D.C. and is located approximately 7 miles northeast of the District of Columbia. Although the City is primarily located inside I-95/495, the Capital Beltway, annexations have brought the IKEA and Holiday Inn properties just north of the Capital Beltway into the City. The area that includes College Park was originally settled in 1745 and the City was incorporated as a municipality under Maryland state law on June 7, 1945.

The City is the home of University of Maryland College Park ("UMD"), the flagship campus of the University System of Maryland, with a combined undergraduate and graduate population of approximately 38,140 students and a campus spanning 1,500 acres. In addition, the City is home to University of Maryland Global Campus ("UMGC"), which provides degree and non-degree programs and adult education on campus and through the Internet. The current population of the City is 34,740. The City comprises approximately 5 square miles, and has 52 miles of paved streets and 21 miles of sidewalks.



activities and events. Rental properties catering to student rentals are prevalent in several neighborhoods adjoining the University of Maryland campus; there are currently six student housing projects under construction totaling 3,190 beds and three multi-family apartment projects totaling 773 units. Code enforcement and noise control issues are especially prevalent in these neighborhoods. The City's housing stock is primarily "single family" with a limited number of market rate apartments and townhouses; most homes were built prior to 1960. Over the last 5 years, there has been significant growth in private sector student housing on the west side of U.S. Route 1, adding approximately 3,300 beds. The Calvert Hills neighborhood is a National Register historic district; the Old Town neighborhood is a Prince George's County local historic district and a National Register historic district.



The City's largest property owner, albeit tax exempt, is UMD, which is also the largest employer. Other major taxpayers, primarily real estate, hotel and automotive related, are listed on the Principal Property Taxpayers schedule in the Appendices - Statistical Section.

College Park is also the home of the oldest continuously operated airfield in the United States, the College Park Airport. The City contains retail and service businesses as well as light industry.

The City includes approximately 11,500 housing units and 7,400 households, divided among a number of established neighborhoods. Civic associations in these neighborhoods are active, and participate with the City in various types of

The City is served by the Washington Metropolitan Area Transit Authority ("WMATA") Metro system, providing a subway link (primarily north-south) on the Green Line from the College Park and Greenbelt stations to the District of Columbia and its Maryland and Virginia suburbs, and the state Maryland Transit Administration ("MTA") MARC train system, providing a light rail link to the Baltimore metropolitan area and its subway and train system. Bus service provided by WMATA and others is extensive. Additional light rail service will be provided in the future on Metro's Purple Line, anticipated to connect College Park to Langley Park, Silver Spring and Bethesda to the west and New Carrollton to the east. The construction schedule, subject to federal, state and county funding, called for the Purple Line to begin service in 2022. However, due to delays resulting from cost and contract disputes, completion is not expected for another two years.



Prince George's County provides primary and secondary education, police, fire and emergency medical services to City residents. Water and sewer services are provided by Washington Suburban Sanitary Commission ("WSSC"). Parks, recreation and basic planning services are the responsibility of Maryland-National Capital Park and Planning Commission ("M-NCPPC"). Both WSSC and M-NCPPC are bi-county quasi-governmental organizations established by the state legislature to serve the residents of Prince George's and Montgomery counties.

In addition to parks and recreation facilities supplied by M-NCPPC, the City, through its Department of Public Works, maintains recreation facilities, tot lots and athletic fields. Through the Office of Communications and Special Events, the City and Recreation Board sponsors recreation and special events, either individually or in conjunction with UMD or M-NCPPC. The close proximity to the University provides access to educational opportunities, sporting events and cultural activities on campus. The University's Clarice Smith Performing Arts Center provides world-class entertainment in a state-of-the-art facility. The University's Xfinity Center is the home for the Terrapins men's basketball team and other UMD athletic programs. Use of the Xfinity Center for other events or concerts is under consideration for the future.

GENERAL GOVERNMENT & ADMINISTRATION

General Government & Administration includes the offices/ departments of the Mayor & Council, City Manager, City Clerk, Finance, Human Resources, Communications and Events, Economic Development, Information Technology, City Attorney, and Elections and other boards, committees and commissions.

The City Manager is the chief administrative officer of the City, with primary responsibility for the preparation, submittal and administration of the operating and capital budgets; the handling of citizen concerns and complaints; the enforcement of the City Charter and laws of the City; the direction and supervision of all departments; and the advising of the Mayor & Council on City affairs.

The City Council is the legislative body of the City, and is empowered by the City Charter to make all City policy.

The Council is elected by district every 2 years. The City is divided into 4 districts, with 2 Council members elected from each district, for a total of 8. The Mayor is elected at large on the same election schedule as the City Council. The Mayor and Council together form a body of 9 elected officials.

PUBLIC SERVICES

The Department of Public Services handles parking management and enforcement, code compliance and enforcement, animal welfare, speed enforcement and contract police. The Parking Management and Enforcement program is responsible for coin and currency collection from the parking meters and pay stations in the surface parking lots in the downtown area and the parking garage, and enforcement of parking regulations in residential zones, metered lots and other areas throughout the City.

The Code Compliance and Enforcement program enforces all City codes pertaining to property maintenance and ensures compliance with City codes through the annual rental inspection program.

The Animal Welfare program enforces the animal control laws of the City and Prince George's County, providing public awareness and education on proper care of domestic animals. The Speed Enforcement program administers the use of automated speed monitoring systems in designated school zones and institution of higher education zones (within 1/2 mile of UMD property). Vehicles that exceed the posted speed limit by 12 miles per hour are issued a \$40 civil citation.

The Contract Police program provides off-duty Prince George's County police officers as part-time City employees, supplementing the County's regular police services within the City. The Contract Police program also includes funding for 2 full-time police officers under a contract with Prince George's County.



PLANNING & COMMUNITY DEVELOPMENT

The Department of Planning and Community Development is guided by the City's Comprehensive Plan. The department focuses heavily on the U.S. Route 1 corridor (which runs north-south through the City) in community development initiatives, and participates in project planning with the State Highway Administration for roadway, aesthetic and

bicycle-access improvements to the study area within the City. The City currently has limited zoning responsibilities, but collaborates with Prince George's County, M-NCPPC and UMD in planning efforts involving projects that impact the City. The City continues to pursue obtaining full zoning authority from Prince George's County. The department participates in the U.S. Route 1 sector planning process initiated by M-NCPPC.

The department is responsible for the implementation of certain projects in the City's Capital Improvement Program, and prepares and administers grant and loan applications under such federal and state programs as Community Development Block Grant and Program Open Space.

The department, in cooperation with the College Park City-University Partnership, a nonprofit local development corporation, strives to implement both the City's Comprehensive Plan and the University's Facilities Master Plan. The department also participates in regional multi-jurisdictional activities, such as the Four Cities Coalition (College Park, Greenbelt, Berwyn Heights, Riverdale), and the Anacostia Trails Heritage Area ("ATHA"). The department provides liaison to the Downtown College Park Management Authority ("DCPMA"), an association of business owners and professionals.



YOUTH, FAMILY & SENIOR SERVICES

The Department of Youth, Family & Senior Services strengthens families and supports seniors through a variety of programs. The department promotes community outreach and enhanced family functioning through its clinical programs, school assembly events, parent education and support groups, and client advocacy. In addition to child-focused family counseling, the department facilitates youth groups in local schools, a Hispanic Parent Support group, and other groups to help enhance the knowledge and skills of residents addressing a variety of issues. Quality of service delivery is monitored through weekly supervision, video review, clinical consultation, and related training.

The Youth and Family program is also engaged in the Lakeland STARS program, a partnership since 1996 with the UMD's College Park Scholars, area residents and a local elementary school. The program provides tutoring,

mentoring and recreational activities (on campus and in the community), increasing the students' academics and self-esteem, and increasing their sense of community.

The department's Seniors Program supports City seniors by providing individual support and case management, assistance and advocacy for senior citizens, information and referrals. Limited bus transportation to medical appointments and shopping trips is also provided by the program as is the well-attended City-subsidized senior trips and the biweekly activities from the newly established Seniors Social Center.



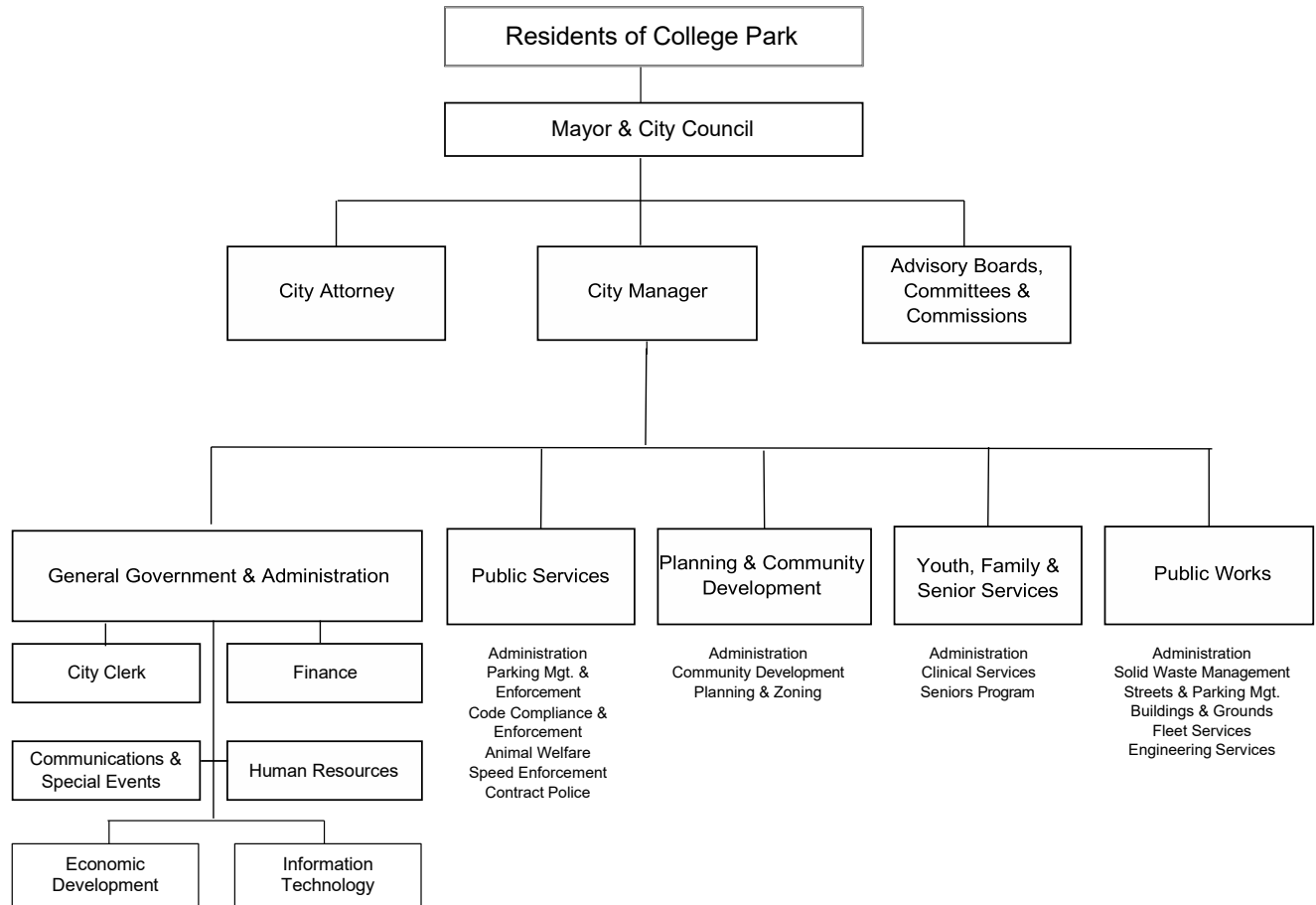
PUBLIC WORKS

The Department of Public Works, which utilizes the largest portion of the City's operating budget and comprises almost 50% of the City's workforce, provides full-service to City residents in the areas of solid waste management, recycling, street cleaning, signage, snow and ice removal, litter and graffiti control, and street lighting. Refuse, special trash and recycling are collected once weekly by City staff at a high satisfaction rating from residents (based on the resident survey). The department is responsible for the maintenance and upkeep of all City vehicles, heavy equipment and machinery.

The department's innovative Smartleaf® composting program earned an Award of Excellence from the Maryland Municipal League. The City, neighboring jurisdictions and the University of Maryland provide leaves and grass clippings that are composted into an enriched compost material. Following composting, the material is sold back to the jurisdictions, landscape firms and individuals. Substantial dollars of tipping fees are saved by diverting the leaves and grass clippings from the waste stream.

The department continues its involvement in playground reconstruction, and assists with citizen and student volunteer programs throughout the year.

ORGANIZATION CHART



PRINCIPAL OFFICIALS



Mayor and City Council

Mayor	Patrick L. Wojahn
City Council, District 1	Fazlul Kabir Kate Kennedy
City Council, District 2	Susan L. Whitney Llatetra Brown Esters
City Council, District 3	Stuart Adams John Rigg
City Council, District 4	Maria E. Mackie Denise C. Mitchell

Staff

City Manager	Kenneth Young
Assistant City Manager	Bill Gardiner
City Clerk	Janeen S. Miller
Finance Director	Gary Fields, CPA
Assistant Finance Director	Leo L. Thomas, Jr., CPA
Public Services Director	Robert W. Ryan
Planning & Community Development Director	Terry A. Schum
Human Resources Director	Teresa Way-Pezzuti
Youth, Family and Senior Services Director	Kiaisha L. Barber
Public Works Director	Robert L. Marsili, Jr.

CITY MISSION, VISION, & VALUES



CITY MISSION

We provide excellent services, transparent and inclusive governance, and advocate for our residents to enhance the quality of life for our diverse community.

CITY VISION

College Park is a vibrant forward-thinking City with a welcoming community that celebrates our history and diversity, and strives for innovation, connectivity, and sustainability.

CITY VALUES

Open and Effective Government

The City conducts its business in a lawful, open and democratic manner. The City values communication and public discussion on issues affecting the City.

High-Performing, Dedicated and Valued Employees

City staff provide the highest level of service possible. They act with honesty and integrity and are empowered to solve problems. The City values and rewards excellent performance.

Sustainability and Long-Term Planning

The City is committed to a sustainable built environment and active stewardship of our natural resources. The City's long-term planning contributes to the well-being and prosperity of our community.

Fiscal Responsibility

The City maintains appropriate financial reserves, provides accurate financial information for decision-making and spends revenue as effectively as possible.

Collaboration

The City values teamwork across departments and between Council and staff. The City will strive to have productive and collaborative relations with the University, the County, the State and neighboring jurisdictions in order to improve the City and the region.

FIVE YEAR STRATEGIC PLAN



This document summarizes, in a shorter format, the Strategic Plan's five-year Objectives and Key Results (OKRs). The full version of the Strategic Plan 2021-2025, can be found on the City's website at www.collegeparkmd.gov/strategicplan.

Note: The development of Departmental OKRs are still in process and therefore not included with each Department's Budget Narrative. They will be incorporated into the next budget document.

OKR 1 Innovate and improve City services to enhance quality, value, and accessibility for all our residents.

- 10% increase in the positive ratings of quality of overall customer service by College Park employees (70% to 80%)
- 18% increase in positive ratings of the City government being responsive to residents and businesses (62% to 80%)
- 80% of positive ratings on overall quality of City services
- 0 statistically significant differences between positive ratings of the value of services for the taxes paid to the City of CP govt by race/ethnicity
- 23% increase in positive ratings of the overall direction that the City government is taking (47% to 70%)
- 90% positive ratings on City Services being available and accessible when needed
- 90% positive ratings on City Services being available and accessible to those who have a disability

OKR 2 Celebrate our history and diversity to highlight our unique character and build on the strengths of our community.

- 12% increase in the positive ratings of openness and acceptance of the community toward people of diverse backgrounds (78% to 90%)
- 16% increase in the positive ratings of opportunities to attend cultural activities (54% to 70%)
- 26% increase in the positive ratings of the City treating all residents fairly (59% to 85%)
- 0 statistically significant differences in positive ratings on treating all residents fairly by different race/ethnicities
- 65% of residents feel College Park history is recognized and celebrated
- 85% of each College Park committee is racially/ethnically representative of the population of College Park
- 65% positive ratings that College Park is addressing systemic racism within the City

OKR 3 Preserve and enrich our environment and natural beauty to attract people and sustain our City's future.

- 14% increase in the positive ratings of the quality of overall natural environment (61% to 75%)
- 21% increase in the positive ratings of overall appearance (49% to 70%)
- 10% decrease in City-wide greenhouse gas emissions (486,277 MTCO₂e in 2018 to 437,649 MTCO₂e in 2025)
- 10% decrease in tons of household and bulk refuse collected by the City (5,056 tons in FY20 to 4,550 tons in 2025)

10% increase in tons of curbside and miscellaneous recycling collected by the City (1,392 tons in FY20 to 1,531 in 2025)

2% increase in the tree canopy coverage (from 38% in 2018 to 40% in 2025) Note: the estimated coverage was 44% in 2009 and 40% in 2014.

OKR 4 Enhance safety and quality of enforcement to advance our reputation as a safe City.

12% increase in the positive ratings of overall feeling of safety (63% to 75%)

9% decrease in negative ratings of crime as a problem in your neighborhood (19% to 10%)

26% increase in positive ratings of quality of the City's code enforcement (39% to 65%)

27% increase in positive ratings of quality of the City's traffic enforcement (38% to 65%)

20% decrease in overall crime rate (21.06 to 16.85 per 1,000 residents)

14% increase in feeling safe as a pedestrian in the City (61% to 75%)

10% increase in feeling safe as a bicyclist in the City (43% to 53%)

0 statistically significant differences across races/ethnicities on overall feelings of safety in the City

0 statistically significant differences by race/ethnicity on overall interaction and experience with law enforcement in College Park

85% of all College Park contracted police officers are representative of the racial/ethnic demographics of College Park

OKR 5 Plan and facilitate strategic economic development and smart growth to support a variety of businesses that can thrive and serve the diverse needs of our community.

19% increase in the positive ratings of overall quality of new development (56% to 75%)

75% positive rating of the City government effectively planning economic development

75% positive ratings of overall satisfaction with shopping, dining, and entertainment options in the City

15% increase in the number of independent small businesses (X to Y)

15% increase in the assessed value of taxable real property in the City (\$2,567.2 billion in 2019 to \$2,952.3 billion in 2025)

10% increase in dollars received from hotel/motel tax (from estimated \$1.0 million in FY20 to \$1.1 million in FY25) note: FY18 was \$1.2 and FY19 was \$1.4 million

OKR 6 Inspire and nurture a welcoming and inclusive community that encourages and embodies engagement, collaboration, and equity throughout our City.

19% increase in the positive rating of sense of community (41% to 60%)

15% increase in positive rating of welcoming resident involvement in government (45% to 60%)

0 statistically significant differences between ethnic group ratings of welcoming resident involvement in government

16% increase in positive ratings of opportunities to participate in community matters (59% to 75%)

10% increase in engagement with City's website (63% to 73%)

16% increase in engagement with City's social media sites (34% to 50%)

0 statistically significant differences by race/ethnicity in positive ratings on the overall confidence in the City's government

Resident participation in Council and public meetings is 100% representative of the City's racial/ethnic demographics

Resident participation in City events is 100% representative of the City's racial/ethnic demographics

OKR 7**Expand and promote alternative transportation approaches to build a more interconnected and accessible City for all.**

13% increase in positive ratings of ease of walking (62% to 75%)
19% increase in positive ratings of ease of bicycle travel (56% to 75%)
20% increase in positive ratings of ease of travel by public transportation in (55% to 75%)
13% increase in positive ratings of ease of travel by car (42% to 55%)
100% of City streets meet a quality standard of level 5 or lower (maintain current standard)
10% decrease in the total daily car trips on Baltimore Ave originating in College Park (X to Y)
5,000 linear feet of additional sidewalks
15,000 linear feet of additional bike lanes
College Park's average Walk Score across Districts is X (average of middle address of each neighborhood)
10% decrease usage of cars for commuting to work (from 46% to 36%)

OKR 8**Foster and sustain an affordable and stable City for individuals and families to live, work, play and retire here.**

7% increase of owner-occupied housing (68% to 75%)
16% increase of residents who plan to remain in College Park for the next 5 years (59% to 75%) can use cross tabulations to determine which categories of residents plan to remain.
20% increase in positive ratings of "The value of services for the taxes paid to the City of College Park (51% to 71%)
15% increase of positive ratings of College Park as a place to retire (35% to 50%)
10% increase in number of residents who work and live in College Park
13% increase in positive ratings of overall quality of life (62% to 75%)
0 statistically significant differences on variety of housing options by income levels
60% of positive ratings of overall satisfaction on the availability of entertainment and recreational options

OKR 9**Advocate for improving the quality of education and learning opportunities for our residents and community's future.**

18% increase in positive ratings on public K-12 education (32% to 50%)
75% of positive ratings of learning opportunities available in College Park
5% increase in high school graduation rate at schools serving College Park residents from
60% awareness of learning opportunities available from UMD
60% participation in learning opportunities in CP
50% increase of membership or involvement in PTAs or similar parent school organizations serving CP students

OKR 10**Cultivate an empowered and collaborative organizational culture that is high-performing, values employees, and is known for excellence.**

% increase in cross-department projects (X to Y)
% increase in employees indicating they feel valued by the organization (X to Y)
% increase in projects completed within 90 days of their estimated completion date (X to Y)
% increase in number of employees indicating they feel empowered by their manager (X to Y)
90% of supervisors feel their direct reports have the skills and knowledge needed to excel in their roles

90% of employees feel they have the skills and knowledge needed to excel in their roles
90% of employees feel that their manager has the leadership skills and knowledge needed to excel in their role
85% of employees feel that the organization's culture matches the City's core values
95% of elected officials feel that the culture of the elected body matches the City's core values
85% of all College Park staff are racially/ethnically representative of the population of College Park
85% of employees and Elected Officials feel that Elected officials operate within the boundaries of their role to serve the residents
City uses local govt/ ICMA best practices to continuously innovate
of processes improved or innovated
Complete a Succession Plan
Achieve % of Strategic Plan

GFOA DISTINGUISHED BUDGET PRESENTATION AWARD



The Government Finance Officers Association of the United States and Canada (GFOA) presented its Distinguished Budget Presentation Award to City of College Park for its annual budget for the fiscal year beginning July 1, 2020 (fiscal year 2021).

In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as a financial plan, as an operations guide, and as a communication device.

The award is valid for a period of one year only. We believe that our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.



GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

PRESENTED TO

**City of College Park
Maryland**

For the Fiscal Year Beginning

July 01, 2021

A handwritten signature in black ink that reads "Christopher P. Morill".

Executive Director



GENERAL FUND SUMMARY



	FY 2020	FY 2021	FY 2022		FY 2023	Change in Budget	
	ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	PROPOSED BUDGET	FY 22 to FY 23	
						\$	%
Revenue and Transfers In							
General Property Taxes	\$ 10,298,261	\$ 10,628,834	\$ 10,839,582	\$ 10,807,316	\$ 11,060,110	\$ 220,528	2.0%
Other Taxes	4,245,121	3,576,729	4,048,433	3,989,662	4,164,060	115,627	2.9%
Licenses & Permits	1,170,642	998,061	1,070,600	1,251,100	1,244,000	173,400	16.2%
Intergovernmental Revenue	386,829	2,159,127	273,772	273,772	273,772	-	0.0%
Charges For Services	770,759	529,924	752,228	672,078	697,328	(54,900)	-7.3%
Fines & Fees	2,617,544	3,722,946	2,650,300	3,384,157	3,811,250	1,160,950	43.8%
Miscellaneous Revenue	286,977	137,292	338,890	254,515	301,715	(37,175)	-11.0%
Transfer from ARPA Fund - Revenue Loss	-	-	10,000,000	10,000,000	-	(10,000,000)	-100.0%
Approp.F/B - lost rev. recovery to CIP	-	-	-	-	4,260,000	4,260,000	-
Reimbursement from ARPA Revenue loss	-	-	-	-	530,000	530,000	-
Total Revenue & Other Funding Sources	19,776,133	21,752,913	29,973,805	30,632,600	26,342,235	(3,631,570)	-12.1%
Expenditures and Transfers Out							
General Government & Administration							
Mayor & Council	651,606	693,675	885,160	876,753	840,175	(44,985)	-5.1%
City Manager	486,293	442,605	500,286	418,989	485,879	(14,407)	-2.9%
Economic Development	167,044	298,446	220,704	164,852	375,894	155,190	70.3%
City Clerk	361,662	352,516	371,517	344,292	465,610	94,093	25.3%
City Attorney	148,213	135,844	181,000	157,500	181,000	-	0.0%
Finance	939,662	879,983	958,772	944,524	1,066,176	107,404	11.2%
Human Resources	461,469	478,404	601,654	565,337	774,771	173,117	28.8%
Communications & Special Events	354,510	332,644	647,122	374,403	758,317	111,195	17.2%
Information Technology	626,530	685,343	808,959	759,406	963,987	155,028	19.2%
Non-Departmental Expenses	310,833	1,816,198	188,043	176,003	179,700	(8,343)	-4.4%
Board of Elections & Ethics Commission	71,779	28,538	103,018	52,542	20,750	(82,268)	-79.9%
Total General Government & Admin.	4,579,602	6,144,196	5,466,235	4,834,601	6,112,259	646,024	11.8%
Public Services	4,633,237	4,703,687	4,621,708	4,367,379	4,993,471	371,763	8.0%
Planning & Community Development	511,513	555,261	628,538	577,332	817,929	189,391	30.1%
Youth, Family & Senior Services	1,220,278	1,138,422	1,347,324	1,158,053	1,429,486	82,162	6.1%
Public Works	5,546,087	5,436,203	6,229,007	5,916,162	6,765,656	536,649	8.6%
Total Expenditures	16,490,717	17,977,770	18,292,812	16,853,526	20,118,801	1,825,989	10.0%
Transfer to Capital Proj. Fund	2,050,376	928,185	3,757,290	1,087,703	501,659	(3,255,631)	26.7%
Transfer to CIP - Lost revenue recovery	-	-	-	5,210,000	4,260,000	4,260,000	-
Transfer to Debt Service Fund	254,861	900,700	1,203,290	1,203,290	1,246,774	43,484	3.6%
Contingency	-	-	100,000	-	215,000	115,000	115.0%
Total Expenditures, Transfers & Contingency	18,795,954	19,806,655	23,353,392	24,354,519	26,342,234	2,988,843	12.8%
Excess Revenues over Expenditures	\$ 980,179	\$ 1,946,258	\$ 6,620,413	\$ 6,278,080	\$ 0	\$ (6,620,413)	
Unassigned Fund Balance:							
Beginning of year	6,805,831	7,927,436	4,582,155	4,582,155	6,070,235		
Excess Revenues over Expenditures	980,179	1,946,258	6,620,413	6,278,080	0		
Changes in Nonspendable Fund Balance	141,426	148,461	(6,620,413)	(4,790,000)	-		
Excess Rev over Exp (excluding lost revenue recovery adj.)				1,488,080			
Transfer to CP Fund - excess over 25%	-	(5,440,000)	-	-	-		
End of year	\$ 7,927,436	\$ 4,582,155	\$ 4,582,155	\$ 6,070,235	\$ 6,070,236		
<i>Fund Balance as a % of subsequent year's exp.</i>	<u>44.1%</u>	<u>25.0%</u>		<u>30.2%</u>	<u>30.2%</u>		

GENERAL FUND REVENUE & OTHER SOURCES



Acct. Code 001-0000-	FY 2020		FY 2021		FY 2022		FY 2023	Change in Budget	
	ACTUAL		ACTUAL		ADJUSTED BUDGET	Estimated FY Total	PROPOSED BUDGET	FY 22 to FY 23	
								\$	%
General Property Taxes									
310.10 Real Property Tax	\$ 9,634,462	\$	9,871,347	\$	10,070,000	\$ 10,000,000	\$ 10,080,000	\$ 10,000	0.1%
310.15 Homeowners Property Tax Credit	(32,678)		(33,212)		(35,000)	(35,000)	(35,000)	-	0.0%
310.17 Revitalization Tax Credit	(395,503)		(299,633)		(193,898)	(196,304)	(98,370)	95,528	-49.3%
310.20 P.I.L.O.T.- Housing Authority	15,000		15,000		15,000	15,000	15,000	-	0.0%
310.22 P.I.L.O.T.- UMD CASL Property	45,120		45,120		45,120	45,120	45,120	-	0.0%
310.23 P.I.L.O.T.- UMD Washington Post Prop.	39,569		40,060		40,060	40,000	40,060	-	0.0%
310.90 Tax Interest & Penalty (Refunds)	45,265		2,884		20,000	10,000	20,000	-	0.0%
311.10 Personal Property Tax	944,676		982,931		875,000	925,000	990,000	115,000	13.1%
311.90 Tax Interest & Penalty	2,350		4,337		3,300	3,500	3,300	-	0.0%
Total General Property Taxes	10,298,261		10,628,834		10,839,582	10,807,316	11,060,110	220,528	2.0%
Other Taxes									
314.10 Income Tax	2,146,434		2,169,574		2,125,000	2,150,000	2,200,000	75,000	3.5%
315.10 Admission & Amusement Tax	667,837		233,973		450,000	300,000	400,000	(50,000)	-11.1%
316.10 Highway User Tax	476,690		587,314		573,433	639,662	664,060	90,627	15.8%
318.10 Hotel & Motel Tax	954,160		585,868		900,000	900,000	900,000	-	0.0%
Total Other Taxes	4,245,121		3,576,729		4,048,433	3,989,662	4,164,060	115,627	2.9%
Licenses & Permits									
322.10 City Liquor Licenses	19,016		19,163		18,000	18,000	18,000	-	0.0%
322.20 State Traders Licenses	11,371		34,985		26,000	25,000	25,000	(1,000)	-3.8%
323.10 City Building Permits	8,025		7,975		10,000	8,000	8,000	(2,000)	-20.0%
323.40 Occupancy Permits	838,937		717,348		720,000	919,000	914,400	194,400	27.0%
323.45 Driveway Apron & Curbcut	1,195		16,690		4,000	13,000	6,000	2,000	50.0%
323.50 Other Licenses	500		150		100	100	100	-	0.0%
323.70 Bus Shelters	7,098		-		12,500	8,000	12,500	-	0.0%
324.10 Comcast Cable	172,423		151,303		165,000	160,000	160,000	(5,000)	-3.0%
324.15 Verizon FIOS	112,077		50,447		115,000	100,000	100,000	(15,000)	-13.0%
Total Licenses & Permits	1,170,642		998,061		1,070,600	1,251,100	1,244,000	173,400	16.2%
Intergovernmental Revenue									
State Grants									
332.20 Police Protection	200,057		148,097		150,000	150,000	150,000	-	0.0%
332.30 University of Maryland Grant					5,000	5,000	5,000	-	0.0%
332.40 State Youth Services Grant	72,055		60,045		72,055	72,055	72,055	-	0.0%
Total State Grants	272,112		208,142		227,055	227,055	227,055	-	0.0%
County Grants									
334.05 Coronavirus Relief Fund			1,909,320		-	-	-	-	#DIV/0!
334.20 Bank Stock Tax	10,717		-		10,717	10,717	10,717	-	0.0%
334.30 County Youth Services Grant	50,000		41,665		30,000	30,000	30,000	-	0.0%
334.31 MNCPPC Grant - Seniors Program	50,000		-		-	-	-	-	0.0%
334.34 Special Appropriations Grant	4,000		-		6,000	6,000	6,000	-	0.0%
Total County Grants	114,717		1,950,985		46,717	46,717	46,717	-	0.0%
Total Intergovernmental Revenue	386,829		2,159,127		273,772	273,772	273,772	-	0.0%
Charges For Services									
General Government Charges									
341.10 Zoning Application Process Fee	1,450		1,250		3,000	2,000	2,000	(1,000)	-33.3%
341.30 Animal Cont.Impound/Comm. Garden	860		900		250	250	250	-	0.0%
Total Gen. Government Charges	2,310		2,150		3,250	2,250	2,250	(1,000)	-30.8%

Acct. Code		FY 2020	FY 2021	FY 2022		FY 2023	Change in Budget FY 22 to FY 23	
001-0000-		ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	PROPOSED BUDGET	\$	%
<u>Highways & Streets</u>								
343.20	Parking Meter Revenue	179,959	72,570	175,000	175,000	176,000	1,000	0.6%
343.21	Garage Pay Station Revenue	50,846	53,823	45,000	40,000	35,000	(10,000)	-22.2%
343.25	Parking Permit Revenue	84,237	64,193	100,000	70,000	70,000	(30,000)	-30.0%
343.26	Garage Permit Revenue	53,655	58,977	25,000	25,000	25,000	-	0.0%
343.50	MVA Non-Resident Permits (net)	1,321	1,869	1,500	2,750	1,500	-	0.0%
	Total Highways & Streets	370,018	251,432	346,500	312,750	307,500	(39,000)	-11.3%
<u>Sanitation & Waste Removal</u>								
344.10	County Disposal Rebate	\$ 83,288	\$ 83,288	\$ 83,288	\$ 83,288	\$ 83,288	\$ -	0.0%
344.20	Refuse Contracts Revenue	178,862	34,848	185,000	165,000	185,000	-	0.0%
344.30	Recycling-Scrap Metal	2,559	3,780	1,700	2,500	2,000	300	17.6%
344.60	CDMA Litter Rebate	4,291	-	4,290	4,290	4,290	-	0.0%
344.90	Compost Sales	51,095	74,651	50,000	45,000	45,000	(5,000)	-10.0%
344.91	Wood Mulch Sales	7,715	9,994	7,700	5,000	5,000	(2,700)	-35.1%
344.92	Tipping Fees Revenue	37,599	39,909	36,000	36,000	36,000	-	0.0%
344.93	Leaf Mulch Sales	368	475	1,000	500	500	(500)	-50.0%
344.94	Delivery Charges-Compost	15,310	21,562	14,000	12,000	10,000	(4,000)	-28.6%
344.95	Delivery Charges-Wood Chips	5,780	7,820	5,500	3,000	2,500	(3,000)	-54.5%
	Total Sanitation & Waste Removal	386,867	276,327	388,478	356,578	373,578	(14,900)	-3.8%
<u>Health Charges</u>								
345.10	Youth Services Client Fees	11,564	15	14,000	500	14,000	-	0.0%
	Total Health Charges	11,564	15	14,000	500	14,000	-	0.0%
	Total Charges For Services	770,759	529,924	752,228	672,078	697,328	(54,900)	-7.3%
<u>Fines & Fees</u>								
359.30	Vehicle Booting Fees	400	100	300	300	300	-	0.0%
359.40	Parking Fines	423,452	335,748	500,000	411,429	400,000	(100,000)	-20.0%
359.50	Municipal Infractions	29,625	54,907	50,000	40,000	40,000	(10,000)	-20.0%
359.70	Speed Enforcement Camera	2,164,067	3,548,504	2,100,000	2,932,428	3,370,950	1,270,950	60.5%
359.70	State of MD Repymt-Excess Over 10%		(216,313)	-	-	-	-	0.0%
	Total Fines & Fees	2,617,544	3,722,946	2,650,300	3,384,157	3,811,250	1,160,950	43.8%
<u>Miscellaneous Revenues</u>								
<u>Investment Earnings</u>								
361.10	Investment Earnings	243,796	111,108	175,000	100,000	133,633	(41,367)	-23.6%
361.30	Other Interest	339	-	500	-	-	(500)	-100.0%
	Total Investment Earnings	244,135	111,108	175,500	100,000	133,633	(41,867)	-23.9%
<u>Property & Equipment Rental</u>								
362.11	Parking Garage Retail			132,000	120,000	132,000	-	0.0%
362.18	Davis Hall			1,500	300	-	(1,500)	-100.0%
362.19	Duval Field		255	-	-	-	-	0.0%
	Total Property & Equipment Rental	-	255	133,500	120,300	132,000	(1,500)	-1.1%
<u>Other</u>								
364.10	Sale Of Fixed Assets	27,124	24,041	-	20,000	10,000	10,000	0.0%
366.10	Miscellaneous			300	-	2,917	2,617	872.3%
366.22	College Park Day Sponsorships	8,050	-	15,000	-	7,500	(7,500)	-50.0%
366.23	Sale of City Logo items & apparel			500	-	2,000	1,500	300.0%
366.24	DCPMA Reimbursement - Police	6,000	-	12,000	12,000	12,000	-	0.0%
366.15	Freedom of Information Act Requests	117	1,265	25	900	100	75	300.0%
366.50	Animal License Commission	893	369	1,000	750	500	(500)	-50.0%
366.70	CDMA Billing Fees	183	-	315	315	315	-	0.0%
366.80	Notary fees	475	254	750	250	750	-	0.0%
	Total Other	42,842	25,929	29,890	34,215	36,082	6,192	20.7%
	Total Miscellaneous Revenue	286,977	137,292	338,890	254,515	301,715	(37,175)	-11.0%
	Transfer from ARPA Fund - Revenue Loss			10,000,000	10,000,000		(10,000,000)	100.0%
	Reimbursement from Revenue Loss Alloc.			-	-	530,000	530,000	-
	Total Revenue & Transfers In	19,776,133	21,752,913	29,973,805	30,632,600	22,082,235	(7,891,570)	-26.3%
	Approp.F/B - lost rev. recovery to CIP					4,260,000	4,260,000	
	Total Revenue, transfers in & approp.	\$ 19,776,133	\$ 21,752,913	\$ 29,973,805	\$ 30,632,600	\$ 26,342,235	\$ (4,161,570)	-13.9%

REVENUE DETAIL - DESCRIPTIONS & CALCULATIONS



The following provides narrative information on significant revenue sources that aren't self-evident from their title or to show how the revenue projection is calculated/estimated. Revenue accounts not included here either require no further description than their title and/or amounts for FY2023 are based on trend analysis/ general estimates.

GENERAL PROPERTY TAXES:

310.10 Real Property Taxes **\$10,080,000**

Taxes levied and becoming due during the fiscal year, determined by applying the Proposed tax rate to the assessed value of all taxable real estate within the City, including land, houses, buildings, structures and improvements. The budgeted amount is an estimate based on the assessed value provided by the State Department of Assessments and Taxation (SDAT). FY2023 estimated assessable real property base of \$3.6 billion, (less adjustments for: half-year new construction, \$272,000; estimated full year new construction, \$500,000; and estimated abatements and deletions, including the Homestead Tax Credit, \$268 million, @ \$0.3018 per \$100 tax rate = \$10,080,000. Net assessable real property base assessment is a 3.8% increase over FY2022. This reflects a reduction in the FY2023 property tax rate to the Constant Yield Tax Rate.

310.15 Homeowners' Property Tax Credit **(\$35,000)**

This program is a supplement of 15% to the State Homeowners' Property Tax Credit. It provides partial relief from City real property tax for residents with low or moderate income. Residents must file a new application each year with SDAT to qualify for the property tax credit. FY2021 budget is based on FY2021 and 2022 actual tax credits.

310.17 Revitalization Tax Credit **(\$98,370)**

The purpose of revitalization tax credit program is to provide financial incentives to encourage economic development and redevelopment by creating revitalization districts in the City. A revitalization tax credit is a credit against the City's real property tax issued pursuant to Section 9-318(g) of the Tax-Property Article, Annotated Code of Maryland and Chapter 175, "Taxation", Article IV "Revitalization Tax Credit" of the Code of the City of College Park. Tax credits are paid after the total gross tax is paid, i.e. their credit is paid from the taxes paid – there is no credit if there are no additional taxes.

FY2023 credits includes: \$19,883 for the Cambria Hotel (4th year of 5 year credit); and \$78,487 for The Hotel (5th year of a 5 year credit). These two tax credits were approved by the City Council on September 22, 2015 and are based on a declining percentage of the increased market value of the development over the value of the property before redevelopment. The total credit for The Hotel over the five-year period was \$1.23 million, with tax collected of \$2.88 million. The total credit for the Cambria Hotel is estimated at \$153,000.

310.20 PILOT-Housing Authority **\$15,000**

Received from College Park Housing Authority as payment in lieu of real property taxes on Attick Towers.

310.22 PILOT-UM CASL Property **\$ 45,120**

Received from University of Maryland as payment in lieu of real property taxes on 52nd Avenue (former Litton) property.

310.23 PILOT-UM Washington Post Property	\$40,060
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Annual payment from University of Maryland in lieu of real property taxes on former Washington Post property.

311.10 Personal Property Tax	\$990,000
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Determined by applying the Proposed tax rate to the assessed value of inventory, furnishings and fixtures on all businesses located within the City. Assessed values are determined by the State from annual reports filed by each business entity. FY2023 estimate based on \$118,138,425 estimated assessed valuation of personal property @ \$0.838 per \$100 tax rate (same rate as prior year).

OTHER TAXES:

314.10 Income Tax	\$2,200,000
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The State Comptroller distributes an amount that equals the greater of a) 8.5% of the State income tax liability of College Park residents; b) 17% of Prince George's County income tax liability of College Park residents; or c) 0.37% of the Maryland taxable income of City residents. Estimate based on current year's projected receipts.

315.10 Admission & Amusement Tax	\$400,000
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Tax on revenue derived from entertainment and amusement activities such as motion pictures, coin operated amusements and athletic events. This includes University of Maryland athletic events, which accounts for the majority of this revenue. Estimate based on 3-year historical trends.

316.10 Highway User Tax	\$664,060
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Allocation of Highway User Revenue (HUR) from Maryland Department of Transportation's State Highway Administration (SHA). This revenue must be used exclusively for the construction, reconstruction or maintenance of roads and streets. Estimates are provided by the SHA based on the most recent registration and mileage data on file.

318.10 Hotel & Motel Tax	\$900,000
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An allocation of the County-imposed hotel tax (not a separate/additional City tax). The City receives one-half of the 7% tax collected by Prince George's County. Estimate based on 2-year trends.

LICENSES & PERMITS:

322.10 City Liquor Licenses	\$18,000
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Estimate based on current annual billing, which occurs on April 1. City license rates are 20% of the County rate.

323.40 Occupancy Permits	\$914,000
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Revenue from inspection related fees for rental properties. Estimates based on fee schedule provided by Department of Public Services. Rates per inspection are: single family and townhouse \$244; fraternity and sorority \$580; rooming house \$238; condominiums \$150; apartments (> 6 units) \$125 per unit, 2-5 unit buildings \$207 per unit; hotel/motel \$41 per unit, commercial \$124.

323.70 Bus Shelters	\$12,500
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Franchise fees from advertising on bus shelters. Estimate based on 2-year trends.

324.10 & 324.15 Utility Franchise Fees	\$160,000 & \$100,000
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Franchise Fees-Comcast Cable & Verizon. 5% franchise fee on city based gross revenues of the cable company. Estimate based on 3-year trends.

INTERGOVERNMENTAL:

332.20 Police Protection	\$150,000
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Funding from the State at a rate of \$2.50 per capita population and a portion from the County allocated to its municipalities based on City-qualified police expenditures compared to total qualified expenditures of Prince George's County and its municipalities. FY2023 based on amended estimates provided by the Governor's Office of Crime Control and Prevention.

332.30 University of Maryland Grant	\$5,000
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Annual payment in lieu of taxes by University of Maryland in lieu of taxes for service demands placed on the City, based on a 1945 agreement. (The amount has not changed since 1945).

332.40 Youth Services Grant (State Grant)	\$72,055
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State grant payable through Prince George's County, to assist with certain program costs in Youth & Family Services. The Department of Juvenile Justice allocates specific amounts to various programs which must be matched by at least 25% local funds.

334.30 Youth Services Grant (County Grant)	\$30,000
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Discretionary County grant related to services provided by Youth & Family Services

CHARGES FOR SERVICES:

343.20 Parking Meter Revenue	\$176,000
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Revenue from parking meters and parking pay stations (excluding parking garage). Rates are \$0.05 per four minutes or \$1.00 hourly rate (rates are being increased in FY2023 from \$.075). Allocated 2/3 to General Fund, 1/3 to Parking Debt Service Fund.

343.21 Garage Pay Station Revenue	\$35,000
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From pay stations in parking garage. \$0.75 hourly rate allocated 2/3 to General Fund, 1/3 to Parking Debt Service Fund. Estimate based on 2-year trends. (Note: Free Saturday allowed June through August).

343.25 Parking Permit Revenue	\$70,000
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Monthly parking permits sold for various City-managed parking lots at \$40/month. Lots located at St. Andrews Church (revenue is split with St. Andrew's Episcopal Church); Knox Road; Hartwick Road; Calvert Road; Pontiac Street; and Zone 11 (Terrapin Row). Estimate based on 3-year trends.

343.26 Garage Permit Revenue	\$25,000
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Monthly permits sold for the City's parking garage. There are 125 total permits available, with 25 permits allocated for downtown merchants and employees @ \$60/mo.; and 100 permits for the general public @\$125/month. Estimates based on trends and accounting for rate increase adopted last year.

344.10 County Disposal Rebate	\$83,288
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Fixed annual rebate.

344.20 Refuse Contracts Revenue	\$185,000
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Annual billings for rental collections. Estimates based on 3-year trends.

344.90 Compost Sales	\$45,000
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Estimate provided by Department of Public Works, based on sale of SMARTLEAF compost.

344.91 Wood Mulch Sales	\$5,000
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Estimate provided by Department of Public Works, based on sale of wood mulch.

344.92 Tipping Fees Revenue	\$36,000
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Tipping fees paid by other municipalities for dumping their yard waste cuttings at the City's compost yard. Estimate provided by Department of Public Works, based on rate of \$8.75/cubic yard.

FINES AND FEES

359.40 Parking Fines	\$400,000
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Parking violations issued by City's Parking Enforcement officers. Estimate based on 2-year trends.

359.50 Municipal Infractions	\$40,000
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Code violations issued by City's Code Enforcement officers. Estimate based on 2-year trends.

359.70-01 Speed Enforcement Cameras	\$3,370,950
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Revenue from City's speed enforcement camera program. Tickets are \$40 regardless of timeliness of payment. FY2023 projection based on two-year trends. Two new speed cameras are being installed that are expected to increase revenues.

MISCELLANEOUS REVENUES

361.10/361.11 Investment Earnings & market value adjustment	\$133,666
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Estimate based on projected earnings from investments in qualified CDs, Federal agencies and the Maryland Local Government Investment Pool (MLGIP).

362.11 Property Rental-Parking Garage Retail	\$132,000
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Lease for rental of 5,800 square feet of retail space in parking garage.

366.22 College Park Day Sponsorships	\$7,500
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Sponsorships to help defray the cost of College Park Day (Budgeted in Communications & Special Events (1006).

366.24 DCPMA Reimbursement - Police	\$12,000
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Reimbursement from the Downtown College Park Management Association and bar owners for police patrol @ \$6,000 per semester.

366.70 CDMA Billing Fees	\$315
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2% billing fee for billing and collecting dues for Downtown College Park Management Authority (DCPMA).

EXPENDITURES BY TYPE



	FY 2020	FY 2021	FY 2022		FY 2023
	ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	PROPOSED BUDGET
<u>Salaries & Wages</u>					
Salaries & wages	\$ 8,371,306	\$ 8,497,159	\$ 9,138,607	\$ 8,723,938	\$ 9,855,806
Elected, Appointed & Stipends	74,976	74,846	84,095	76,615	88,498
Overtime and Shift Differentials	219,185	148,253	135,150	119,855	153,400
Total Salaries, Wages & Other Comp	8,665,467	8,720,258	9,357,852	8,920,408	10,097,704
<u>Benefits</u>					
FICA	632,140	638,014	677,777	667,759	725,685
Health Insurance	851,125	879,486	835,362	789,544	723,587
Other employee insurance & benefits	110,311	102,258	121,868	107,920	126,118
Deferred compensation plans	157,514	149,819	155,696	182,552	151,948
Workers Compensation	343,812	321,071	254,989	247,660	210,812
MSRP Retirement	351,431	365,005	413,918	380,321	603,551
Total Benefits	2,446,333	2,455,653	2,459,609	2,375,756	2,541,701
<u>Operating costs:</u>					
Training, travel & reimbursements	108,130	71,139	153,450	82,945	253,560
Grants & Assistance	474,244	587,218	792,750	719,000	675,250
Professional & Legal Services	341,766	387,042	415,420	341,984	678,700
Contractual, other services, events	2,313,551	2,316,153	2,727,075	2,184,107	3,187,481
Maintenance & repairs	599,714	509,627	665,115	601,637	692,729
Uniforms, equip.rental, liability insur.	418,997	367,592	471,521	457,292	478,728
Supplies, postage and fuel	377,800	355,687	579,915	418,273	573,000
Utilities and communications	444,542	386,852	427,095	572,377	652,680
Other operating costs	136,764	163,056	210,669	159,305	170,878
COVID related exp. - (CARES Act)	126,234	1,641,244			
Total Operating Costs	5,341,741	6,785,610	6,443,010	5,536,920	7,363,006
<u>Capital outlay</u>	37,176	16,249	32,340	20,442	116,390
Total Expenditures	16,490,717	17,977,770	18,292,812	16,853,526	20,118,802
Transfers to Capital Projects Fund	2,050,376	928,185	3,757,290	6,297,703	4,761,659
Transfers to Debt Service Fund	254,861	900,700	1,203,290	1,203,290	1,246,774
Contingency & other requests	-	-	100,000	-	215,000
Total Expend., Transfers & Conting.	\$ 18,795,954	\$ 19,806,655	\$ 23,353,392	\$ 24,354,519	\$ 26,342,234

EXPENDITURES SUMMARY BY FUNCTION



	FY 2020	FY 2021	FY 2022		FY 2023
	ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	PROPOSED BUDGET
General Government & Administration:					
Salaries & Wages	\$ 2,091,016	\$ 2,176,445	\$ 2,270,656	\$ 2,197,378	\$ 2,597,416
Benefits	596,119	602,637	598,448	520,784	634,070
Other operating costs	1,878,852	3,351,845	2,578,441	2,103,289	2,802,033
Capital	13,615	13,269	18,690	13,150	78,740
Total	4,579,602	6,144,196	5,466,235	4,834,601	6,112,259
Public Services:					
Salaries & Wages	2,451,491	2,412,849	2,455,377	2,358,627	2,641,053
Benefits	597,805	555,675	533,922	530,600	557,119
Other operating costs	1,583,941	1,735,163	1,632,409	1,478,152	1,795,299
Total	4,633,237	4,703,687	4,621,708	4,367,379	4,993,471
Planning & Community Development:					
Salaries & Wages	375,080	388,756	439,772	432,201	479,272
Benefits	75,321	85,154	93,156	87,551	104,947
Other operating costs	61,112	81,351	95,610	57,580	233,710
Total	511,513	555,261	628,538	577,332	817,929
Youth, Family & Senior Services:					
Salaries & Wages	832,443	812,014	893,870	811,981	957,702
Benefits	218,669	233,320	224,264	208,172	229,574
Other operating costs	169,166	93,046	225,190	135,313	239,710
Capital outlay	-	42	4,000	2,586	2,500
Total	1,220,278	1,138,422	1,347,324	1,158,053	1,429,486
Public Works:					
Salaries & Wages	2,910,082	2,927,097	3,289,077	3,118,211	3,407,262
Benefits	963,654	981,963	1,018,920	1,030,659	1,030,990
Other operating costs	1,653,836	1,524,325	1,911,360	1,762,586	2,292,254
Capital outlay	18,515	2,818	9,650	4,706	35,150
Total	5,546,087	5,436,203	6,229,007	5,916,162	6,765,656
Total Departmental Expenditures	16,490,717	17,977,770	18,292,812	16,853,526	20,118,801
Transfers to Capital Projects Fund	2,050,376	928,185	3,757,290	6,297,703	501,659
Transfers to Debt Service Fund	254,861	900,700	1,203,290	1,203,290	1,246,774
Contingency & other requests	-	-	100,000	-	215,000
Total Expenditures, Transfers & Conting.	\$ 18,795,954	\$ 19,806,655	\$ 23,353,392	\$ 24,354,519	\$ 26,342,234

SUMMARY OF PERSONNEL COUNTS



	FY2020	FY2021	FY2022	FY2023 Budget
Administration	22	22	24	28.5
Public Services	36.5	36.5	36.5	37
Planning & Community Development	5.8	5.8	4.8	4.8
Youth, Family & Senior Services	12.42	12.92	12.92	12.92
Public Works	53	54	54	54.5
Total	129.72	131.22	132.22	137.22



MAYOR & COUNCIL

PROGRAM #1010



The Mayor and Council are responsible for the legislative and policy-making functions of the City. Pursuant to City Code they have final authority and responsibility over all City affairs.

The Mayor is elected by the combined vote of the entire City electorate. The City Council is made up of eight district Council members, two from each district, elected by the voters within their respective districts. The Mayor and all eight Councilmembers are elected for two-year terms.

The Mayor and Council work directly with the City Manager in assuring that policy and ordinances are implemented. They appoint numerous boards and commissions to assist them in providing for the general welfare, safety and health of the community. Community leadership is provided through interaction with civic associations and constituent services.

The Mayor and Council also represent the City before other political bodies/agencies such as the Maryland General Assembly and Prince George's County Council. All formal meetings and Worksessions of the Mayor and Council are broadcast to the public on Comcast channel 71 and Verizon FiOS channel 25, and are streamed live over the internet.

BUDGET HIGHLIGHTS:

- The \$50,000 decrease in this budget is due to a number of line item increases, netted against a \$150,000 decrease in ARPA related grants to the three local volunteer fire departments serving the City.

PERSONNEL

- There are no full-time personnel associated with this budget. The Mayor receives an annual salary of \$10,500 and Council members receive a salary of \$7,000 annually.
- The Stipend is for the University of Maryland's Student Liaison (\$1,650), and Deputy Student Liaison (\$825). Funding request for a Council Intern is included for FY2023 (\$5,000).
- Any stipends for advisory committee members are covered in this budget.

SUMMARY OF EXPENDITURES:

Type	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Salaries and Wages	\$ 68,976	\$ 67,766	\$ 72,815	\$ 77,928
Benefits	7,514	7,338	8,197	7,479
Other Operating Costs	575,116	618,571	804,148	754,768
Capital	-	-	-	-
Total Expenditures	\$651,606	\$693,675	\$885,160	\$840,175

OTHER OPERATING COSTS:

-510.12-11 Travel and Training	\$35,000
National League of Cities Congressional Conference	
National League of Cities Summer Leadership Conference	
Maryland Municipal League annual conference	
MD Municipal League fall legislative conference	
MD Municipal League Mayor's Conference	
International Town Gown Association annual conference	
NLC City Summit	
US Conference of Mayors annual meeting	
-510.25-10 City University Partnership (CPCUP) - Matched by UMD	
Annual development grant	\$155,000
Contribution to CPCUP homeowner's grant program	50,000
	\$205,000
-510.25-20 Community Services Grants/Sponsorships	\$15,000
Discretionary annual grants to non-governmental not-for-profit organizations that provide services to City residents and the community and for sponsoring community events.	
-510.25-30 College Park Arts Exchange	\$39,000
Direct grant for various arts and cultural programs.	
-510.25-31 Meals on Wheels	\$15,000
Contribution to the program providing meals to qualified senior citizens	
-510.25-35 College Park Boys and Girls Club	\$12,500
Grant to the Club for services provided to students in College Park.	
-510.25-38 Public School Education Grant	
Grants of \$8,000 each to: Hollywood Elementary, Paint Branch Elementary, Greenbelt Middle and Parkdale High School, based on an approved application	\$32,000
Grants of \$2,750 each to public schools serving College Park neighborhoods that educate at least 14 College Park resident students, based on an approved application	19,000
Scholarships for UM summer educational camps for elementary, middle and high school College Park students	12,100
Additional educational initiatives to be developed by the Education Advisory Committee that benefit the public schools and College Park youth	6,900
Grant for the College Park Academy to provide assistance to neighborhood schools	2,250
Literacy Programs	40,000
	\$112,250

-510.25-40 Fire Department Capital Equipment Grants	\$75,000
\$25,000 grants to the three local fire departments providing services to the City. Subsequent to the awarding of a grant, the City has no future obligations with respect to the equipment purchased.	
-510.25-41 UMD Program Contributions - IFC Tailgate Program	\$15,000
These funds are used by the IFC to help cover the costs related to safety and security at football game tailgating events held on the football practice field.	
-510.25-44 College Park Community Foundation	-
The Foundation is not soliciting funds in FY2023	
-510.25-71 Lakeland Heritage Events	\$2,500
Direct grant to provide support for the annual weekend event.	
-510.25-72 Miss College Park Scholarships	\$2,500
Direct grant to the pageant to provide scholarships to participants.	
-510.30-34 Lobbying	\$52,000
Provides for a contract with a lobbyist for assistance with State legislation.	
-510.36-25 Cable TV Camera Operator	\$28,700
Provides for City Council meetings and advisory board meetings when needed.	
-510.67-10 Dues	
Maryland Municipal League	\$29,946
Metropolitan Washington Council of Gov't and Regional Environmental Fund	35,077
Prince George's County Municipal Association	2,851
National League of Cities	3,356
National League of Cities constituency groups	300
US Conference of Mayors	3,489
Maryland Mayors Association	60
International Town & Gown Association (1/2 of joint membership with UMD)	400
Anacostia Trails Heritage membership	8,069
ICLEI - Local Governments for Sustainability	600
Mayors Innovation Project Membership	1,000
	\$85,148
-510.69-09 Advisory Committees	\$500
Miscellaneous expenses.	
-510.69-10 Miscellaneous	\$5,500
Additional funding for various professional organization requests for sponsorships, advertising and promotional requests, or contributions for events.	

MAYOR AND CITY COUNCIL

Acct. Code	FY 2020		FY 2021		FY 2022		FY 2023	Change in Budget	
	ACTUAL		ACTUAL		ADJUSTED	Estimated	PROPOSED	FY 22 to FY 23	
-1010					BUDGET	FY Total	BUDGET	\$	%
<u>Salaries & Wages</u>									
-510.10-05	Elected & Appointed	\$ 66,501	\$ 64,751	\$ 66,500	\$ 66,500	\$ 66,500	\$ 66,500	\$ -	0.0%
-510.10-06	Stipend-Student Representatives	2,475	3,015	2,475	2,475	2,475	7,475	5,000	202.0%
-510.10-06	Stipends (Advisory Committees)			3,840	2,500	3,953		113	2.9%
	Total Salaries & Wages	68,976	67,766	72,815	71,475	77,928		5,113	7.0%
<u>Benefits</u>									
-510.11-10	FICA	5,088	4,995	5,787	5,468	5,593		(194)	-3.4%
-510.11-21	Workers Compensation	129	141	298	200	158		(140)	-47.0%
-510.11-25	MSRP Retirement	2,298	2,202	2,112	2,115	1,728		(384)	-18.2%
	Total Benefits	7,514	7,338	8,197	7,783	7,479		(718)	-8.8%
<u>Other Operating Costs</u>									
-510.12-11	Travel & Training	10,830	2,791	20,000	10,000	35,000		15,000	75.0%
Grants & Assistance:									
-510.25-10	City-Univ Partnership	205,000	205,000	205,000	205,000	205,000		-	0.0%
-510.25-20	Comm. Serv. Grants/Sponsorships	19,000	0	15,000	12,000	15,000		-	0.0%
-510.25-30	College Park Arts Exchange	39,000	39,000	39,000	39,000	39,000		-	0.0%
-510.25-31	Meals On Wheels Of Coll. Park	15,000	0	15,000	15,000	15,000		-	0.0%
-510.25-35	College Park Boys & Girls Club	12,500	0	12,500	12,500	12,500		-	0.0%
-510.25-38	Pub. Schools Education Grants	15,863	57,400	112,250	80,000	112,250		-	0.0%
-510.25-40	Fire Dept. Capital Equip. Grants	75,000	75,000	75,000	75,000	75,000		-	0.0%
-510.25-40	Fire Dept. ARPA Grants			150,000	150,000	-		(150,000)	-100.0%
-510.25-41	UMD Program Contributions	10,000	0	-	15,000	15,000		15,000	100.0%
-510.25-44	College Park Comm. Foundation	1,000	0	-	-	-		-	0.0%
-510.25-71	Lakeland Heritage Events	2,500	0	2,500	2,500	2,500		-	0.0%
-510.25-72	Miss College Park Scholarships	2,500	0	2,500	2,500	2,500		-	0.0%
-510.30-11	Design & Engineering (maps)	625	0	-	-	2,500		2,500	0.0%
-510.30-13	Administration (Advisory Committees)	4,096	4,070	4,750	4,200	4,750		-	0.0%
-510.30-38	Transcription Services	1,054	0	1,000	500	1,000		-	0.0%
-510.30-39	Translation/Interpreter Services	2,081	135	-	400	1,400		1,400	0.0%
-510.30-54	Lobbying	20,000	24,000	30,000	30,000	52,000		22,000	73.3%
-510.30-60	Executive search		26,579	-	5,023	-		-	0.0%
-510.34-48	Strategic Plan	17,000	84,394	-	24,753	15,000		15,000	0.0%
-510.36-10	Printing		1,010	-	-	1,000		1,000	100.0%
-510.36-15	Catering For Meetings	647	43	1,000	500	1,000		-	0.0%
-510.36-16	Special Dinners	2,968	321	3,500	2,500	4,500		1,000	28.6%
-510.36-18	Mayor & Council Advance/Orientation	8,004	0	5,000	-	7,500		2,500	50.0%
-510.36-25	Cable TV Camera Operator	10,300	12,900	14,300	14,300	28,700		14,400	100.7%
-510.36-60	Shuttle-UM For Residents	6,000	6,000	6,000	6,000	6,000		-	0.0%
-510.36-99	Other Special Services (Inaug. photos)	2,783	0	1,500	1,000	1,500		-	0.0%
-510.38-99	Other Special Events	300	458	-	-	1,000		1,000	100.0%
-510.47-10	Clothing & Uniforms	319	0	500	250	750		250	50.0%
-510.52-99	Awards & Gifts					250			100.0%
-510.60-10	General Supplies	549	0	200	200	200		-	0.0%
-510.60-11	Meeting Refreshments	711	0	-	-	1,500		1,500	100.0%
-510.66-12	Cellular Phone	1,744	1,235	1,500	2,800	4,320		2,820	188.0%
-510.67-10	Dues	86,518	77,116	85,148	85,148	85,148		-	0.0%
-510.67-20	Publications & Books (Lexis/Nexis)	1,225	1,119	-	1,171	-		-	0.0%
-510.69-10	Advisory Committees misc.			500	-	500		-	0.0%
-510.69-10	Miscellaneous			500	250	5,500		5,000	1000.0%
	Total Other Operating Costs	575,116	618,571	804,148	797,495	754,768		(49,380)	-6.1%
	Total Mayor & City Council	\$ 651,606	\$ 693,675	\$ 885,160	\$ 876,753	\$ 840,175	\$ (44,985)		-5.1%

OFFICE OF THE CITY MANAGER

PROGRAM #1018



The City Manager is the chief administrative officer of the City, responsible to the Mayor & Council for the administration of all City affairs placed in the Manager's charge by or under the City Charter. The City Manager is appointed by the Mayor and Council.

The responsibilities of the City Manager encompass the general day-to-day operations of the City. This includes the appointment and removal of all City employees and appointed administrative officers, and the supervision and direction of all departments, offices and agencies of the City (except as otherwise provided by the City Charter or law).

The City Manager supports the City Council in maintaining effective communication in the City and region. This includes keeping residents and the media informed of current municipal services and activities and for assuring that the interests of the City are represented in the intergovernmental arena.

SIGNIFICANT ACCOMPLISHMENTS:

- Worked extensively with the City Hall project team on all aspects of the development to keep it on budget and on schedule
- Facilitated the move into the new City Hall -Coordinated the implementation of the strategic plan -Worked with the Mayor and Council and Finance Department to create a budget for ARPA funding

BUDGET HIGHLIGHTS:

- There are no significant operating changes in this budget.

PERSONNEL:

Authorized Position	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
City Manager	1	1	1	1
Assistant City Manager	1	1	1	1
Administrative Specialist	0.5	0.5	0.5	1
Total Personnel	2.5	2.5	2.5	3

SUMMARY OF EXPENDITURES:

Type	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Salaries & Wages	\$360,885	\$343,932	\$380,507	\$371,663
Benefits	110,827	93,661	106,879	96,916
Other Operating Costs	14,581	5,012	12,900	17,300
Capital	-	-	-	-
Total Expenditures	\$486,293	\$442,605	\$500,286	\$485,879

OTHER OPERATING COSTS:**-510.12-11 Travel and Training****\$10,000**

International City/County Management Association convention
 Maryland Municipal League annual conference
 MD Municipal League Fall Conference
 Speaking engagements to discuss the City Hall/UMD joint building project

-510.67-10 Dues**\$3,000**

Provides for memberships for both the City Manager and Assistant City Manager in the International City/County Management Association, the Maryland County-City Manager's Association, MML, ITGA, and NFBPA.

CITY MANAGER

Acct. Code	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022		FY 2023 PROPOSED BUDGET	Change in Budget FY 22 to FY 23	
			ADJUSTED BUDGET	Estimated FY Total		\$	%
-1018							
	<u>Salaries & Wages</u>						
-510.10	\$ 359,956	\$ 314,291	\$ 349,993	\$ 300,000	\$ 306,756	\$ (43,237)	-12.4%
-510.10-02		29,641	29,764	28,998	64,157	34,393	115.6%
-510.10-03	929	-	750	-	750	-	0.0%
Total Salaries & Wages	360,885	343,932	380,507	328,998	371,663	(8,844)	-2.3%
	<u>Benefits</u>						
-510.11-10	23,063	21,263	24,762	25,168	24,978	216	0.9%
-510.11-12	39,281	32,250	35,118	22,000	20,395	(14,723)	-41.9%
-510.11-13	1,638	1,886	2,343	1,900	1,661	(682)	-29.1%
-510.11-14	405	324	407	400	730	323	79.4%
-510.11-15	450	360	452	450	306	(146)	-32.3%
-510.11-17	6,560	4,445	4,171	3,200	5,325	1,154	27.7%
-510.11-21	14,823	14,817	12,535	12,000	8,703	(3,832)	-30.6%
-510.11-22	1,251	978	1,404	905	1,371	(33)	-2.4%
-510.11-25	18,555	15,338	20,887	12,634	27,447	6,560	31.4%
-510.11-29	4,800	2,000	4,800	3,300	6,000	1,200	25.0%
Total Benefits	110,827	93,661	106,879	81,957	96,916	(9,963)	-9.3%
	<u>Other Operating Costs</u>						
-510.12-10	193	-	100	-	100	-	0.0%
-510.12-11	7,386	315	6,000	2,500	10,000	4,000	66.7%
-510.62-10	91	-	50	61	50	-	0.0%
-510.66-12	1,737	1,223	2,400	1,223	2,400	-	0.0%
-510.67-10	3,333	3,270	2,600	2,600	3,000	400	15.4%
-510.67-20	143	154	250	150	250	-	0.0%
-510.69-10	1,698	50	1,500	1,500	1,500	-	0.0%
Total Other Operating Costs	14,581	5,012	12,900	8,034	17,300	4,400	34.1%
Total City Manager	\$ 486,293	\$ 442,605	\$ 500,286	\$ 418,989	\$ 485,879	\$ (14,407)	-2.9%

ECONOMIC DEVELOPMENT

PROGRAM #1017



This program was established in 1997 to focus efforts on revitalizing the City's commercial districts; marketing the strengths and assets of the City; expanding the tax base; and providing assistance for business retention, expansion and recruitment.

SIGNIFICANT ACCOMPLISHMENTS:

- Signed Shop Made-in-Maryland retailer for lease in new City Hall facility.
- Awarded grants through the Business Assistance and Façade Improvement Program.
- Supported the Discovery District Working Group.
- Established relationship with Employ Prince George's County to increase hiring of College Park and Prince George's County residents.
- Initiated U.S. Treasury's ARPA grant program for College Park businesses.

BUDGET HIGHLIGHTS:

- Budget increase is primarily a result of additional funding in Consulting, Marketing, and Dues to better market the City and find opportunities to showcase the City to potential developers.

PERSONNEL:

Authorized Position	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Planning Director	0.2	0.2	-	-
Economic Development Manager	1.0	1.0	1.0	1.0
Executive Assistant	0.1	0.1	-	-
Planning Intern (part-time)	0.4	0.4	-	-
Total Personnel	1.7	1.7	1	1

SUMMARY OF EXPENDITURES:

Type	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 Budget
Salaries & Wages	\$ 87,458	\$110,592	\$100,078	\$106,898
Benefits	19,259	25,936	27,390	22,776
Other Operating Costs	60,327	161,918	93,236	246,220
Capital	-	-	-	-
Total Expenditures	\$167,044	\$298,446	\$220,704	\$375,894

OTHER OPERATING COSTS:**-530.12-11 Travel & Training \$3,500**

American Society of Association Executives (ASAE)
 International Council of Shopping Centers regional conf. & booth
 International Economic Development Council certification (1 course)
 Workshops and BISNOW local events

-530.25-55 Business Assistance and Façade Improvement Grant \$75,000

Provides assistance to businesses for leasehold and façade improvements.

-530.30-15 Consulting \$90,000

Provides for website development, ARPA consultant, Data Axle, Salesforce, Corelogics, Farmers Market consulting, and Co-Star.

-530.34-25 Marketing \$35,000

Funding for a Shop Local Campaign, E-Impact Site, Joint marketing with PGC's Economic Development Corporation, UMD Visitors Center and DCPMA; Hollywood and Berwyn Business Group; and the US Conference of Mayors.

-530.38-38 Farmers Market \$22,000

Funds support the Hollywood Farmers Market including the Market Master, music and marketing materials.

-530.67-10 Dues \$20,000

Salesforce, Co-Star, CoreLogic, ASAE, various print publications

KEY PERFORMANCE MEASURES**ECONOMIC DEVELOPMENT:**

Goal: Measure	FY2020		FY2021		FY2022 Target
	Target	Actual	Target	Estimate	
High quality development and reinvestment					
Number of residential units added to tax base	10	41	10	10	10
Square footage of commercial space added to tax base	100,000	129,640	100,000	200,000	100,000
Number of new construction starts	5	3	5	4	5
Number of new businesses opened	10	45	10	12	10
Number of jobs created	150	621	150	125	150

ECONOMIC DEVELOPMENT

Acct. Code	FY 2020		FY 2021		FY 2022		FY 2023	Change in Budget	
	ACTUAL		ACTUAL		ADJUSTED BUDGET	Estimated FY Total	PROPOSED BUDGET	FY 22 to FY 23	
								\$	%
-1017									
	<u>Salaries & Wages</u>								
-530.10-01	Salary/Hourly	\$ 87,458	\$ 110,592	\$ 100,078	\$ 86,956	\$ 106,898	\$ 6,820	6.8%	
	Total Salaries & Wages	87,458	110,592	100,078	86,956	106,898	6,820	6.8%	
	<u>Benefits</u>								
-530.11-10	FICA	6,054	7,513	7,533	6,652	7,787	254	3.4%	
-530.11-12	Health Insurance	6,069	8,636	9,616	1,576	2,224	(7,392)	-76.9%	
-530.11-13	Dental Insurance	324	350	399	172	399	-	0.0%	
-530.11-14	Life Insurance	116	234	290	118	309	19	6.6%	
-530.11-15	Vision Insurance	89	98	107	83	199	92	86.0%	
-530.11-17	457 City Match Contribution	698	288	-	305	501	501	100.0%	
-530.11-21	Workers Compensation	1,994	3,563	3,571	3,166	3,052	(519)	-14.5%	
-530.11-22	Long-term Disability Insurance	225	130	370	-	395	25	6.8%	
-530.11-25	MSRP Retirement	3,690	5,124	5,504	4,722	7,910	2,406	43.7%	
	Total Benefits	19,259	25,936	27,390	16,794	22,776	(4,614)	-16.8%	
	<u>Other Operating Costs</u>								
-530.12-10	Non Training Travel - mileage	61	-	200	-	-	(200)	-100.0%	
-530.12-11	Travel & Training	613	-	700	500	3,500	2,800	400.0%	
-530.25-58	Business Assistance & Façade Improvement Grant	42,000	150,729	75,000	50,000	75,000	-	0.0%	
-530.30-15	Consulting	882	882	-	882	90,000	90,000	0.0%	
-530.34-25	Marketing	7,287	6,759	5,000	-	35,000	30,000	600.0%	
-530.38-38	Farmers Markets	8,245	2,163	10,000	7,500	22,000	12,000	120.0%	
-510.66-12	Cellular Phone		569	720	720	720		0.0%	
-530.67-10	Dues	789	175	1,616	1,500	20,000	18,384	1137.6%	
-530.67-20	Publications & Books	330	641	-	-	-	-	0.0%	
	Total Other Operating Costs	60,327	161,918	93,236	61,102	246,220	152,984	164.1%	
	Total Economic Development	\$ 167,044	\$ 298,446	\$ 220,704	\$ 164,852	\$ 375,894	\$ 155,190	70.3%	

OFFICE OF THE CITY CLERK

PROGRAM #1019



The City Clerk's Office maintains the official records of the City, provides administrative support to the Mayor and Council, and serves as the general point of contact for the public. The City Clerk ensures that all City Council activities are in accordance with the laws of the State of Maryland, the City Code and Charter of the City of College Park, and documents those actions accordingly. The City Clerk is the City's records custodian and the point of contact for Maryland Public Information Act requests. Working with the Board of Election Supervisors, the City Clerk's office administers the November municipal elections. The City Clerk's office supports the College Park Ethics Commission, the Board of Election Supervisors, the Charter Review Commission and manages the appointment of all advisory board members. The Office also coordinates the rental of City facilities.

SIGNIFICANT ACCOMPLISHMENTS:

- Ran a successful election during the COVID-19 pandemic with a significant increase in the number of mail-in ballots.
- Successfully managed the move of offices and files from 8400 to the new City Hal.

BUDGET HIGHLIGHTS:

- Personnel budget includes the addition of a new position of Administrative Assistant and a reclassification of the Senior City Clerk position.
- There are no significant changes proposed in the City Clerk's office operations.

PERSONNEL:

Authorized Position	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Senior City Clerk	1	1	1	1
Assistant City Clerk	1	1	1	1
Administrative Assistant	-	-	-	1
Office Specialist III	0.5	1	1	1
Total Personnel	2.5	3.0	3.0	4.0

SUMMARY OF EXPENDITURES:

Type	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Salaries & Wages	\$ 273,380	\$ 259,229	\$ 272,257	\$339,902
Benefits	71,925	75,832	71,660	89,958
Other Operating Costs	16,357	17,455	27,600	35,750
Capital	-	-	-	-
Total Expenditures	\$361,662	\$352,516	\$371,517	\$465,610

OTHER OPERATING COSTS:**-510.12-11 Travel and Training \$5,000**

MD Municipal Clerk's Association quarterly meetings
 International Institute of Municipal Clerks (IIMC) Region II Conference (Virginia)
 MD Municipal League annual conference
 The Election Center (Certified Election Administrator training)
 MD Association of Election Officials (MAEO)

-510.36-10 Printing \$5,000

This line includes City Code updates and the annual eCode maintenance fee.

-510.36-11 Classified Advertising \$5,000

Required by the state for Charter revisions and annexation advertising.

-510.36-99 Other Special Services \$500

Flowers for condolences for Mayor and Council and other local officials, Veterans Memorial and other memorial contributions

-510.38-99 Other Special Events \$10,000

This provides funding for the annual reception for the volunteers who serve on the Council's advisory boards.

-510.60-10 General Supplies \$1,000

In addition to general supplies, this line includes all of the flags displayed at City buildings and also includes the appreciation gifts that are distributed at the annual volunteer reception.

-510.60-10 Miscellaneous \$5,000

Facilities scheduling software for new City Hall rooms, OPH, and Davis Hall

KEY PERFORMANCE MEASURES**OFFICE OF THE CITY CLERK:**

Goal: Measure	FY2020		FY2021		FY2022
	Target	Actual	Target	Estimate	Target
Promote government transparency					
Mayor and Council meeting minutes are prepared and presented for approval within one month of the meeting.	100%	89%	100%	75%	100%
Mayor and Council meeting minutes are posted on City website within 48 hours of approval.	100%	98%	100%	100%	100%
Mayor and Council meeting Granicus video posted on City website by end of the week of the meeting.	100%	100%	100%	100%	100%

CITY CLERK

Acct. Code		FY 2020	FY 2021	FY 2022		FY 2023	Change in Budget	
		ACTUAL	ACTUAL	ADJUSTED	Estimated	PROPOSED	FY 22 to FY 23	
				BUDGET	FY Total		BUDGET	\$
-1019								
	Salaries & Wages							
-510.10-01	Salary/Hourly	\$ 272,419	\$ 210,764	\$ 221,379	\$ 212,518	\$ 236,127	\$ 14,748	6.7%
-510.10-02	Hourly		48,447	50,528	49,797	103,425	52,897	104.7%
-510.10-03	Overtime	961	18	350	2,608	350	-	0.0%
	Total Salaries & Wages	273,380	259,229	272,257	264,922	339,902	67,645	24.8%
	Benefits							
-510.11-10	FICA	19,803	19,084	19,726	20,267	24,676	4,950	25.1%
-510.11-12	Health Insurance	31,674	35,094	29,151	27,458	31,991	2,840	9.7%
-510.11-13	Dental Insurance	1,292	1,343	1,411	1,351	1,809	398	28.2%
-510.11-14	Life Insurance	446	486	489	443	652	163	33.3%
-510.11-15	Vision Insurance	333	306	306	305	414	108	35.3%
-510.11-17	457 City Match Contribution	4,160	4,160	4,171	4,193	4,171	-	0.0%
-510.11-21	Workers Compensation	531	548	446	471	407	(39)	-8.7%
-510.11-22	Long-term Disability Insurance	863	930	1,005	879	1,229	224	22.3%
-510.11-25	MSRP Retirement	12,823	13,881	14,955	14,452	24,609	9,654	64.6%
	Total Benefits	71,925	75,832	71,660	69,820	89,958	18,298	25.5%
	Other Operating Costs							
-510.12-10	Non Training Travel	28	-	-	-	-	-	0.0%
-510.12-11	Travel & Training	2,539	1,066	2,400	1,000	5,000	2,600	108.3%
-510.30-65	Interpreter Services	19	107	500	250	500	-	0.0%
-510.36-10	Printing	5,187	6,191	7,000	3,000	5,000	(2,000)	-28.6%
-510.36-11	Classified Advertising	2,110	6,756	3,000	1,500	5,000	2,000	66.7%
-510.36-99	Other special services	233	861	1,000	750	500	(500)	-50.0%
-510.38-99	Special event (Volunteer reception)	963	-	10,000	300	10,000	-	0.0%
-510.47-10	Clothing & Uniforms	166	-	-	-	400	400	100.0%
-510.52-99	Other awards & gifts	398	871	600	600	750	150	25.0%
-510.60-10	General Supplies	4,381	368	1,000	650	1,000	-	0.0%
-510.61-10	Office Supplies	22	310	500	500	1,000	500	100.0%
-510.67-10	Dues/Subscript. (Lexis/Nexis)	310	925	1,600	1,000	1,600	-	0.0%
-510.69-10	Miscellaneous			-	-	5,000	5,000	100.0%
	Total Other Operating Costs	16,357	17,455	27,600	9,550	35,750	8,150	29.5%
				-				
	Total City Clerk	\$ 361,662	\$ 352,516	\$ 371,517	\$ 344,292	\$ 465,610	\$ 94,093	25.3%

CITY ATTORNEY

PROGRAM #1011



The City Attorney serves as the legal advisor to the Mayor and City Council. In so doing, the City Attorney advises the Mayor and Council, as required, on rules of procedure relating to the conduct of meetings; prepares ordinances, charter and other legislative resolutions and legal opinions; assists the Council in the analysis of State, County and Federal laws and regulations in so far as they affect City activities; assists staff in the formulation of requests for proposals and contract formulation for a variety of City activities; provides opinions relating to the legality of City Code enforcement, the implementation of personnel regulations and collective bargaining obligations and other City operations; is responsible for representing the City in all litigation matters in which the City is involved; represents the City before a variety of State and County administrative agencies as required; serves as counsel to City boards and commissions including the Advisory Planning Commission, the Noise Control Board, the Supervisors of Elections and the College Park Cable Television Commission; and is responsible for prosecuting municipal infractions resulting from City code violations either directly or in cooperation with the Prince George's County State's Attorney's Office before the District Court of Maryland and for assisting in the prosecution of Prince George's Zoning Code violations.

The City Attorney is an independent contractor of the City. All members of the incumbent's law firm are available for consultation as needed.

BUDGET HIGHLIGHTS:

- No significant changes are expected in this budget.

PERSONNEL:

- As noted above the City Attorney is an independent contractor and there are no personnel costs associated with this budget.

SUMMARY OF EXPENDITURES:

Type	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Salaries & Wages	\$ -	\$ -	\$ -	\$ -
Benefits	-	-	-	-
Other Operating Costs	148,213	135,844	181,000	181,000
Capital	-	-	-	-
Total Expenditures	\$148,213	\$135,844	\$181,000	\$181,000

CITY ATTORNEY

		FY 2020	FY 2021	FY 2022		FY 2023	Change in Budget	
				ADJUSTED	Estimated	PROPOSED	FY 22 to FY 23	
Acct. Code		ACTUAL	ACTUAL	BUDGET	FY Total	BUDGET	\$	%
-1011								
	Other Operating Costs							
-510.32-10	Legal-City Attorney	\$ 133,382	\$ 127,619	\$ 160,000	\$ 150,000	\$ 160,000	\$ -	0.0%
-510.32-15	City-Univ Partnership	2,620	2,449	6,000	2,500	6,000	-	0.0%
-510.32-18	Legal-Litigation	12,211	5,776	15,000	5,000	15,000	-	0.0%
	Total Other Operating Costs	148,213	135,844	181,000	157,500	181,000	-	0.0%
	Total City Attorney	\$ 148,213	\$ 135,844	\$ 181,000	\$ 157,500	\$ 181,000	\$ -	0.0%

FINANCE DEPARTMENT

PROGRAM #1022



The Finance Department provides for the general financial management of the City. This includes accounting and financial reporting; budgeting; cash management and investments; debt management; payroll; purchasing and accounts payable; accounts receivable and collections; and regulatory compliance with Federal, State and local laws and requirements related to finance.

The Finance Department strives to maximize City resources by identifying cost saving measures. The department develops and implements financial policies and procedures and responds to inquiries concerning the City's financial operations.

SIGNIFICANT ACCOMPLISHMENTS:

- Successful completion of the FY2021 audit - received an unmodified "clean" opinion.
- Received GFOA awards for the FY2020 Annual Comprehensive Financial Report and the FY2022 budget.

BUDGET HIGHLIGHTS:

- A new receptionist position was added in November 2021 for the new City Hall building. It was not included in the FY2022 Budget so it shows as a new position in FY2023.
- No significant changes to the operating budget are anticipated.

PERSONNEL:

Authorized Position	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Finance Director	1	1	1	1
Assistant Finance Director	1	1	1	1
Finance Office Manager	1	1	1	1
Purchasing & Payables Coordinator	1	1	1	1
Payroll Specialist	1	1	1	1
Receptionist - City Hall	-	-		1
Fiscal Support Specialist	3	2	2	2
Total Personnel	8	7	7	8

SUMMARY OF EXPENDITURES:

Type	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Salaries & Wages	\$654,839	\$665,286	\$690,799	\$776,879
Benefits	155,838	162,755	158,753	164,627
Other Operating Costs	128,985	51,942	109,220	124,670
Capital	-	-	-	-
Total Expenditures	\$939,662	\$879,983	\$958,772	\$1,066,176

OTHER OPERATING COSTS:

-510.12-11 Travel and Training	\$8,500
<p>AIMS software training</p> <p>Maryland GFOA Annual Conference</p> <p>GFOA Annual Conference</p>	
-510.20-25 Administrative Reimbursement (Speed Enforcement Program)	\$(54,900)
<p>Estimated at 2.5% of net speed enforcement camera revenue to cover costs of payroll, accounting and information technology attributable to the speed enforcement program (offset by an equal expense in that program - #2025).</p>	
-510.36-10 Printing	\$5,500
<p>Costs for printing of: the Comprehensive Annual Financial Report; Budget documents (Proposed and Adopted); parking dunning notices; envelopes; and check stock for disbursements and payroll.</p>	
-510.55-15 Credit Card Fees	\$115,000
<p>Discount fees for customer usage of credit cards and fees for credit card processing at parking pay stations.</p>	
-510.67-10 Dues	\$750
<p>Provide for memberships in the GFOA, Maryland GFOA and CPA license renewal with MD Department of Licensing, American Payroll Association.</p>	
-510.67-20 Publications & Books	\$1,000
<p>Fees for: GFOA Budget and CAFR awards programs; and purchase of various finance accounting and payroll publications.</p>	
-510.69-10 Miscellaneous	\$5,500
<p>Annual fee for ClearGov.com services. Provides for comparative/historical financial information to users to enhance financial transparency.</p>	

KEY PERFORMANCE MEASURES

FINANCE:

Goal: Measure	FY2020		FY2021		FY2022
	Target	Actual	Target	Estimate	Target
Compliance					
Meet all reporting deadlines (financial reports; IRS; State and County; budget related; grant related; other)	100%	98.3%	100%	100%	100%
Meet payment deadlines for vendors and payroll	100%	100%	100%	99%	100%
Maintain minimum 25% fund balance retention per ordinance (Unassigned fund balance as % of subsequent year's budgeted expenditures)	25%	36.3%	25%	39%	25%
Promote government transparency					
Receive unmodified ("clean") audit opinion and GFOA Certificate of Achievement award for CAFR	Yes	Yes	Yes	Yes	Yes
Timely annual budget process, with properly advertised calendar; budget-in-brief; and proposed budget prepared for public.	Yes	Yes	Yes	Yes	Yes
Budget document earns GFOA Distinguished Budget Award	Yes	Yes	Yes	Yes	Yes
Update ClearGov.com financial information quarterly	n/a	n/a	100%	100%	100%

FINANCE

Acct. Code		FY 2020	FY 2021	FY 2022		FY 2023	Change in Budget	
				ADJUSTED	Estimated	PROPOSED	FY 22 to FY 23	
		ACTUAL	ACTUAL	BUDGET	FY Total	BUDGET	\$	%
1022-								
-510.10-01	Salary/Hourly	\$ 651,942	\$ 406,179	\$ 422,281	\$ 422,218	\$ 446,716	\$ 24,435	5.8%
-510.10-02	Hourly		258,654	267,518	277,162	329,163	61,645	23.0%
-510.10-03	Overtime	2,897	453	1,000	300	1,000	-	0.0%
	Total Salaries & Wages	654,839	665,286	690,799	699,681	776,879	86,080	12.5%
	<u>Benefits</u>							
-510.11-10	FICA	47,106	47,657	49,315	50,848	55,221	5,906	12.0%
-510.11-12	Health Insurance	55,681	60,743	52,604	53,036	30,138	(22,466)	-42.7%
-510.11-13	Dental Insurance	3,947	3,864	4,060	3,800	3,930	(130)	-3.2%
-510.11-14	Life Insurance	1,190	1,134	1,141	1,140	1,304	163	14.3%
-510.11-15	Vision Insurance	1,135	1,135	1,138	1,050	1,060	(78)	-6.9%
-510.11-17	457 City Match Contribution	8,730	9,360	8,864	9,200	11,732	2,868	32.4%
-510.11-21	Workers Compensation	1,295	1,411	1,142	1,220	959	(183)	-16.0%
-510.11-22	Long-term Disability Insurance	2,319	2,358	2,550	2,048	2,868	318	12.5%
-510.11-25	MSRP Retirement	34,436	35,093	37,939	36,747	57,415	19,476	51.3%
	Total Benefits	155,838	162,755	158,753	159,089	164,627	5,874	3.7%
	<u>Other Operating Costs</u>							
-510.12-10	Non Training Travel-mileage reimb.	71	98	100	85	100	-	0.0%
-510.12-11	Travel & Training	1,841	989	4,000	1,500	8,500	4,500	112.5%
-510.20-25	Administrative (Speed Enforce.)		(54,900)	(54,900)	(54,900)	(54,900)	-	0.0%
-510.30-10	Auditing & Accounting assistance	15,058	15,470	15,420	18,500	25,000	9,580	62.1%
-510.36-10	Printing	6,375	4,025	5,500	5,500	5,500	-	0.0%
-510.36-13	MVA Services	163	147	500	-	-	(500)	-100.0%
-510.47-10	Clothing & Uniforms			250	250	250	-	0.0%
-510.55-10	Bank Service Charges	1,694	8,229	4,500	7,500	7,200	2,700	60.0%
-510.55-15	Credit Card Fees	86,967	60,502	117,000	90,100	115,000	(2,000)	-1.7%
-510.55-20	Armored Car Service	3,603	3,417	3,600	3,500	3,600	-	0.0%
-510.60-10	General Supplies		415	250	250	200	(50)	-20.0%
510.60-11	Meeting refreshments				149	200		
-510.61-10	Office Supplies	4,410	4,738	5,000	5,000	5,000	-	0.0%
-510.62-10	Postage	1,018	1,049	750	750	750	-	0.0%
-510.66-12	Cellular Phone	720	787	-	720	720	720	100.0%
-510.67-10	Dues	685	461	750	450	750	-	0.0%
-510.67-20	Publications & Books	880	1,015	1,000	900	1,000	-	0.0%
-510.69-10	Miscellaneous (ClearGov)	5,500	5,500	5,500	5,500	5,800	300	5.5%
	Total Other Operating Costs	128,985	51,942	109,220	85,754	124,670	15,450	14.1%
	Total Finance	\$ 939,662	\$ 879,983	\$ 958,772	\$ 944,524	\$ 1,066,176	\$ 107,404	11.2%

HUMAN RESOURCES DEPARTMENT

PROGRAM #1005



The Human Resources Department manages and administers the human resources programs and activities for the City. These include: recruitment; employment policies and procedures; position classification; wage and salary administration; benefits evaluation and administration; workers' compensation; employee relations; labor relations; wellness; and the Maryland State Retirement Plan. Staff in this program must be able to monitor, interpret, and implement employment laws, policies, and regulations.

SIGNIFICANT ACCOMPLISHMENTS:

- Coordinated Executive Training for our Managers and Directors
- Won the Gold Award for Maryland Healthiest Businesses
- Active member of Governmental Alliance for Race and Equity (GARE)
- Expanded the GARE/College Park Racial Equity Team to ensure equity in all departments
- Provided training to all staff on racial equity
- Coordinated our first Employee Engagement Survey
- Provided Retirement and Financial Wellness training for staff
- Provided wellness sessions such as meditation, stretching, therapy to staff to assist with their mental health and wellbeing
- Hired extremely qualified staff during the pandemic

BUDGET HIGHLIGHTS:

- Increase in Other Operating Costs primarily due to funding added for Leadership Training program - \$28,200, and more restorative justice efforts - \$25,000.

PERSONNEL:

Authorized Position	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Human Resources Director	1	1	1	1
Human Resources Generalist	1	1	1	1
Racial Equity Officer	-	-	1	1
Safety and Risk Specialist	1	1	1	1
Administrative Assistant	-	-	-	.5
Total Personnel	3	3	4	4.5

SUMMARY OF EXPENDITURES:

Type	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Salaries & Wages	\$319,009	\$344,291	\$367,702	\$447,569
Benefits	96,000	85,599	96,142	115,277
Other Operating Costs	46,461	48,514	137,810	211,925
Capital	-	-	-	-
Total Expenditures	\$461,469	\$478,404	\$601,654	\$774,771

BENEFITS**-510.11-30 Public Transit Incentive** **\$4,200**

Provides \$75/month as an incentive for employees to use public transportation to commute to work.

-510.11-32 Wellness Program Reimbursement **\$15,000**

The City sponsors a Wellness Program with a goal of improving the overall, long-term health of employees. The program includes the following:

- A reimbursement up to \$75 for employees who join a qualified fitness program, gym or other program (such as smoking cessation or weight loss) - estimated cost \$2,500;
- The cost of HR-sponsored wellness lectures on site (e.g., weight loss, health assessment, on-site exercise program) - estimated cost \$2,000;
- A health incentive program to encourage employees to visit a primary care physician and to participate in various wellness programs. The budgeted amount is net of reimbursement from health insurance carrier - estimated cost \$1,500
- Top Health publication: estimated cost \$700 (moved with Safety Program from DPW)
- A reimbursement of \$10/month for any employee who goes to the gym at least five times a month - estimated cost \$2,400.

OTHER OPERATING COSTS:**-510.12-11 Travel and Training** **\$36,000**

IPMA or SHRM annual conference
 IPMA and SHRM Eastern Region conference
 On-site training for employees (City-wide)
 Online webinar series
 Safety Officer travel and training
 COG - G.A.R.E. program

-510.12-17 Leadership Training Program **\$28,200**

City of College Park Maryland's leadership team to be provided a series of facilitated learning opportunities to help leadership team build the cognitive stamina and resilience for leadership and teamwork using a lens of equity, diversity, and inclusion and the development of resilience during trauma and crisis.

-510.36-66 Restorative Justice **\$75,000**

Initial funding for restorative justice program for the Lakeland Community, that was subjected to systemic racial discrimination through the introduction of Urban Renewal. The City is using this program as an approach to justice that focuses on repairing the harm committed against the victim and the community. The process is based on harms and needs; obligation to make things right; and the engagement of the community.

-510.36-99 Other Special Services **\$2,000**

Flowers for condolences/health issues for City staff.

-510.38-18 Health Fair and Benefit Fair **\$5,000**

The City sponsors 2 employee benefit events - a health fair and a benefit fair. The costs include flu shots for employees, health fair vendors, refreshments, and door prizes.

-510.38-20 Employee Events**\$7,500**

The City sponsors a summer event for employees and their families and a holiday party in December for employees.

-510.45-10 Computer Software Support**\$6,095**

Includes applicant tracking software; and AED annual maintenance at 5 locations.

-510.52-10 Awards & Gifts**\$10,000**

Includes employee service awards and a number of other employee awards including Employee of the Quarter; Employee of the Year; safe driver awards; and City Manager's spot awards.

-510.54-10 Physical Exams**\$7,900**

Provides for pre-employment physicals, drug & alcohol testing, post-accident testing, and other related tests. Incl. \$3,300 for Safety Program for Hearing tests, Hep B vaccines, etc.

-510.67-20 Dues**\$1,600**

LGPA survey (\$420); SHRM (2@\$200); IPMA-HR (2@200); Patux River Chapter (2@\$40); PESA (\$100); Other (\$200)

-510.67-20 Publications & Books**\$1,200**

Various HR related publications from the Society for Human Resources Management.

KEY PERFORMANCE MEASURES**HUMAN RESOURCES:**

Goal: Measure	FY2020		FY2021		FY2022
	Target	Actual	Target	Estimate	Target
Recurit and select best possible candidates					
Number of positions filled	10	14	10	12	12
Average working days for external recruitment, requisition to date of offer	45	42	45	50	45
Hire "good fits" for positions					
Number of new hires still employed 12 mos. from hire date	n/a	10	10	7	10
% of new hires still employed after 12 months	100%	71%	100%	70%	100%
Provide HR services to employees in a timely, responsible and effective manner					
Internal Annual Survey - HR quality of services rated as excellent or good	85%	91%	85%	90%	90%

HUMAN RESOURCES

Acct. Code		FY 2020	FY 2021	FY 2022		FY 2023	Change in Budget	
		ACTUAL	ACTUAL	ADJUSTED	Estimated	PROPOSED	FY 22 to FY 23	
				BUDGET	FY Total		BUDGET	\$
-1005								
	<u>Salaries & Wages</u>							
-510.10-01	Salary/Hourly	\$ 319,009	\$ 344,291	\$ 367,702	\$ 387,442	\$ 447,569	\$ 79,867	21.7%
	Total Salaries & Wages	319,009	344,291	367,702	387,442	447,569	79,867	21.7%
	<u>Benefits</u>							
-510.11-10	FICA	23,431	25,993	28,034	25,139	31,072	3,038	10.8%
-510.11-11	Employee Assistance Program	2,050	2,079	2,478	2,348	2,500	22	0.9%
-510.11-12	Health Insurance	26,733	20,037	17,143	9,982	14,376	(2,767)	-16.1%
-510.11-13	Dental Insurance	2,506	2,161	2,240	2,025	2,240	-	0.0%
-510.11-14	Life Insurance	486	500	783	700	884	101	12.9%
-510.11-15	Vision Insurance	413	322	215	292	322	107	49.8%
-510.11-17	457 City Match Contribution	8,710	7,665	6,275	6,598	7,791	1,516	24.2%
-510.11-21	Workers Compensation	5,339	5,022	4,092	4,567	4,060	(32)	-0.8%
-510.11-22	Long-term Disability Insurance	1,073	930	1,359	991	1,562	203	14.9%
-510.11-25	MSRP Retirement	15,931	16,166	20,223	20,389	31,270	11,047	54.6%
-510.11-30	Public Transit Incentive	3,974	1,627	4,200	2,849	4,200	-	0.0%
-510.11-32	Wellness Program Reimbursement	5,355	3,097	9,100	2,010	15,000	5,900	64.8%
	Total Benefits	96,000	85,599	96,142	77,891	115,277	19,135	19.9%
	<u>Other Operating Costs</u>							
-510.12-10	Mileage reimbursement	148	-	500	100	2,190	1,690	338.0%
-510.12-11	Travel & Training - City-wide	7,993	10,135	33,190	2,500	36,000	2,810	8.5%
-510.12-17	Leadership training program					28,200	28,200	100.0%
-510.12-15	Tuition Reimbursement	3,000	-	2,500	1,000	2,500	-	0.0%
-510.30-15	Consulting & fiduciary fee	240	240	240	240	4,240	4,000	1666.7%
-510.36-11	Classified Advertising	3,058	5,276	2,500	2,500	5,000	2,500	100.0%
-510.36-15	Catering For Meetings	3,624	1,091	4,000	2,000	5,000	1,000	25.0%
-510.36-38	Employee Background Check	1,208	1,663	2,000	2,000	3,500	1,500	75.0%
-510.36-66	Restorative Justice		1,469	50,000	50,000	75,000	25,000	50.0%
-510.36-99	Other special services	-	-	-	-	2,000	2,000	100.0%
-510.38-18	Health & Benefits Fairs	3,520	-	5,000	5,000	5,000	-	0.0%
-510.38-20	Employee Events	1,349	523	7,500	5,000	7,500	-	0.0%
-510.45-10	Computer Software Support	3,158	1,881	4,800	2,000	6,095	1,295	27.0%
-510.47-10	Clothing & Uniforms		254	250	250	250	-	0.0%
-510.52-10	Awards & Gifts	5,437	8,310	8,000	10,000	10,000	2,000	25.0%
-510.54-10	Physical Exams	6,364	9,495	7,900	9,000	7,900	-	0.0%
-510.60-10	General Supplies	644	776	1,000	850	2,000	1,000	100.0%
-510.60-11	Meeting refreshments	169	-	250	250	550	300	120.0%
-510.60-60	Safety supplies	2,723	3,308	4,305	3,000	4,400	95	2.2%
-510.61-10	Office Supplies	149	289	550	300	550	-	0.0%
-510.66-12	Cellular Phone	1,357	1,515	1,200	1,500	1,200	-	0.0%
-510.67-10	Dues	2,264	964	1,400	950	1,600	200	14.3%
-510.67-20	Publications & Books	16	1295	675	1,514	1,200	525	77.8%
-510.69-10	Miscellaneous	40	30	50	50	50	-	0.0%
	Total Other Operating Costs	46,461	48,514	137,810	100,004	211,925	74,115	53.8%
	Total - Human Resources	\$ 461,469	\$ 478,404	\$ 601,654	\$ 565,337	\$ 774,771	\$ 173,117	28.8%

COMMUNICATIONS & SPECIAL EVENTS

PROGRAM #1006



This Office is responsible for the dissemination of public information and news from the City to residents, visitors, media and other interested parties; promotion and marketing of the City; and overseeing the City's special events including College Park Day.

The Communications Office is also responsible for the preparation and publication of the annual Resident Guide, monthly Municipal Scene and the City's Weekly Bulletin. Communications maintains the City's communication channels, including email, social media and websites.

SIGNIFICANT ACCOMPLISHMENTS:

- Created and produce City publications including the monthly inserts in the College Park Here and Now newspaper, monthly Municipal Scene digital publications, and Weekly Bulletin emails.
- Disseminated vital information about the COVID-19 pandemic to the public through dedicated webpages, social media posts, postcards, and more.
- Filled Event Planner position and managed new in-person events
- Organized the ribbon-cutting for the new City Hall
- Facilitated all communications and online forms for ARPA-funded programs

BUDGET HIGHLIGHTS:

- New FTE for a Communications Coordinator included in FY2023 Budget.
- Other increases in Operating Costs are related to additional special events and computer software support for volunteer program and project management software.

PERSONNEL:

Authorized Position	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Communications & Events Manager	1	1	1	1
Event Planner	1	1	1	1
Communications Coordinator	-	-	-	1
Office Specialist III	-	.5	.5	-
Total Personnel	2	2.5	2.5	3

SUMMARY OF EXPENDITURES:

Type	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Salaries and Wages	\$ 133,233	\$ 171,591	\$ 175,393	\$ 199,935
Benefits	46,558	57,128	52,619	54,392
Other Operating Costs	174,719	103,925	419,110	503,990
Capital	-	-	-	-
Total Expenditures	\$354,510	\$332,644	\$647,122	\$758,317

OTHER OPERATING COSTS:

-510.12-11 Travel and Training	\$5,500
Annual 3CMA Conference	
Correlations Event Planner (CEP) Program	
Maryland Recreation and Parks Association Special Events Summit	
MML	
Other training – HTML	
-510.25-23 Community Events Microgrants	\$5,000
The Program provides reimbursement of eligible expenses to residents or groups who wish to hold community events such as block parties, picnics, etc.	
-510.34-15 Consulting/Community Survey	\$30,000
Statistically valid community survey cost, done every two years.	
-510.34-25 Marketing/Advertising	\$160,000
Publicize events, City branding, City initiatives, monthly inserts in the College Park Here & Now newspaper, marketing plan, marketing study, etc.	
-510.36-10 Printing	
Cost of printing 5,500 copies of the Resident Guide twice a year.	\$20,000
Stationary and signs	8,000
	\$28,000
-510.36-26 Videography and Editing	\$17,000
Audio-Visual Services to create short videos	
-510.38-99 Special Events	
College Park Day*	
* This includes the City's participation expenditure and City staff payroll. The cost is expected to be offset by sponsorship revenues estimated at \$15,000.	\$65,000
July 4th Celebration (fireworks pre-paid)	31,000
Martin Luther King Tribute	10,000
Memorial Day & Veterans Day	3,500
Night at the Movies	1,200
Friday Night LIVE (event series)	28,500
Classic Rock and Car Show	4,000
Winter Wonderland	15,000
Family Fun Bowling/Ice Skating	1,800
Spring Egg Hunt	10,000
Halloween Event	12,000
Parade - 4th of July?	25,000
Other misc. events including ribbon cuttings, opening ceremonies, etc.	8,000
	\$218,000

-510.45-10 Computer Software Support

Volunteer Program Software 1st year, then \$3,700 subsequent years	\$5,000
Project Management Software annual costs for 36 users	4,800
	\$9,800

-510.60-10 Supplies

T-shirts, promotional items, etc.	\$6,000
Design files - stock photos, vectors, Freepik premium account, etc.	250
City logo'd Apparel to Sell	5,000
	\$11,250

-510.62-10 Postage

Postage for the monthly Municipal Scene	\$1,000
1 Resident Mailings (if needed)	7,500
Postage to mail the Resident Guide	9,000
	\$17,500

-510.67-10 Dues**\$500**

Dues for communications/marketing associations including 3CMA

KEY PERFORMANCE MEASURES**COMMUNICATIONS & SPECIAL EVENTS:**

Goal: Measure	FY2020		FY2021		FY2022
	Target	Actual	Target	Estimate	Target
Excellent Service					
Prepare and deliver approximately 45 Weekly Bulletings and 12 Municipal Scenes on time with engaging and informative content	45/12	50/12	45/12	50/12	45/12
Increase College Park Connected's subscriber base by 5% and social media followers by 10%	5%/10%	11%/45%	5%/10%	11%/45%	5%/10%
Attract at least 40 College Park residents at each event including the Lake Artemesia concert series	n/a	n/a	40	n/a	40
Provide four pages of relevant content by monthly deadline for insert in the College Park Here & Now	n/a	n/a	4	n/a	4
Sell at least 70 College Park branded items at College Park Day and throughout the year.	n/a	n/a	70	90	70

COMMUNICATIONS AND SPECIAL EVENTS

Acct. Code		FY 2020	FY 2021	FY 2022		FY 2023	Change in Budget	
		ACTUAL	ACTUAL	ADJUSTED	Estimated	PROPOSED	FY 22 to FY 23	
				BUDGET	FY Total		BUDGET	\$
-1006								
	<u>Salaries & Wages</u>							
-510.10-01	Salary/Hourly	\$ 133,233	\$ 141,899	\$ 145,629	\$ 130,013	\$ 199,935	54,306	37.3%
	Hourly		29,692	29,764	30,109		(29,764)	-100.0%
	Total Salaries & Wages	133,233	171,591	175,393	160,122	199,935	24,542	14.0%
	<u>Benefits</u>							
-510.11-10	FICA	9,406	12,359	12,585	12,249	14,235	1,650	13.1%
-510.11-12	Health Insurance	26,254	31,144	25,872	25,552	20,710	(5,162)	-20.0%
-510.11-13	Dental Insurance	1,326	1,858	1,952	1,882	1,841	(111)	-5.7%
-510.11-14	Life Insurance	347	408	407	398	658	251	61.7%
-510.11-15	Vision Insurance	340	437	438	401	385	(53)	-12.1%
-510.11-17	457 City Match Contribution	835	780	782	785	782	-	0.0%
-510.11-21	Workers Compensation	407	360	288	251	247	(41)	-14.2%
-510.11-22	Long-term Disability Insurance	367	616	648	588	739	91	14.0%
-510.11-25	MSRP Retirement	7,276	9,166	9,647	8,828	14,795	5,148	53.4%
	Total Benefits	46,558	57,128	52,619	50,935	54,392	1,773	3.4%
	<u>Other Operating Costs</u>							
-510.12-11	Travel & Training	908	13	3,190	-	5,500	2,310	72.4%
-510.25-23	Community Events Micro-Grants	In DPS -2010 Administration		2,500	2,000	5,000	2,500	100.0%
-510.34-15	Consulting/Community survey	23,381	956	30,000	28,000	30,000	-	0.0%
-510.34-25	Marketing/Advertising	17,752	72,431	150,000	85,000	160,000	10,000	6.7%
-510.36-10	Printing	27,919	13,410	25,450	15,000	28,000	2,550	10.0%
-510.36-26	Videography & Editing	250	-	17,000	1,000	17,000	-	0.0%
-510.38-99	Special events (see narrative)	100,048	10,980	163,500	25,000	218,000	54,500	33.3%
-510.45-10	Computer software support					9,800	9,800	100.0%
-510.60-10	General Supplies	871	4,592	8,750	6,000	11,250	2,500	28.6%
-510.62-10	Postage	1,325	-	17,500	-	17,500	-	0.0%
-510.66-12	Cellular Phone	762	720	720	720	1,440	720	100.0%
-510.67-10	Dues, Publications & Books	705	703	500	626	500	-	0.0%
-510.98-20	Teleworking supplies	798	120		-	-	-	0.0%
	Total Other Operating Costs	174,719	103,925	419,110	163,346	503,990	84,880	20.3%
	Total Communications/Spec. Events	\$ 354,510	\$ 332,644	\$ 647,122	\$ 374,403	\$ 758,317	\$ 111,195	17.2%

INFORMATION TECHNOLOGY

PROGRAM #1024



The Information Technology Department (IT) provides leadership and guidance to all City Departments in the introduction and use of new technologies to optimize the efficiency and facilitate continuity day-to-day operations, thereby enhancing City services to our citizens.

IT is responsible for ensuring the City's technology resources are effectively managed and utilized as key organizational tools for increased productivity. IT is responsible for implementing the City's information technology plans, policies and standards. IT provides responsive support, training and maintenance for hardware, software and telecommunications. The IT budget also includes funding for City-wide copier, postage and telephone services.

SIGNIFICANT ACCOMPLISHMENTS:

- Purchased and installed new phone system
- Managed all IT-infrastructure relocations for the move to City Hall
- Filled the IT Manager position

BUDGET HIGHLIGHTS:

- Request included for a new full-time position - Systems Engineer
- Other increases related to additional computer software support and hardware purchases as noted in the following descriptions.

PERSONNEL:

Authorized Position	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Information Systems Manager	1	1	1	1
Systems Engineer	-	-	-	1
Information Systems Network Administrator	1	-	-	-
Information Systems Technician	1	1	1	1
Total Personnel	3	2	2	3

SUMMARY OF EXPENDITURES:

Type	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Salaries & Wages	\$182,056	\$208,778	\$205,045	\$272,792
Benefits	65,728	76,174	70,335	82,345
Other Operating Costs	365,131	387,122	514,889	530,110
Capital	13,615	13,269	18,690	78,740
Total Expenditures	\$626,530	\$685,343	\$808,959	\$963,987

OTHER OPERATING COSTS:

-510.12-11 Travel and Training	\$10,000
Provides for various IT training (New Horizons training coupons for City staff; and Cisco, ESRI, and iSeries training for IT staff) and related travel costs.	
-510.30-14 Support Services	\$80,000
For consultants on hardware and software issues as needed.	
-510.32-10 Internet Streaming Broadcast	\$18,830
Granicus – live streaming and on-demand internet playback of City Council meetings and worksessions; and cabling, all buildings as needed.	
-510.36-63 PGINCCC (I-Net) Pro-rata expense	\$22,600
This represents the City's share of the budgeted operating costs of Prince George's County Intergovernmental Network, referred to as "I-Net". The I-Net is comprised of the County and its municipalities. The I-Net offers participating governments a communication vehicle to reduce costs for services otherwise provided through commercially leased lines.	
-510.45-10 Maintenance - Computer Software Support	\$255,430
Maintenance contracts on most software in the City. The largest contracts are for Accela, Superior, CivicPlus, MS Office365; Social Solutions for YFS; MetaFile; LaserFiche; iSolved time/attendance; and Proofpoint, anti-spam software for email.	
-510.45-11 Maintenance - Computer Hardware Support	\$5,000
Maintenance contracts for IBM System Power 7&8 –AS400, including tape drive and related software; IBM – 2 servers; and RICOH P1 network printer.	
-510.45-10 Maintenance - Office Equipment	\$1,500
For National Mailing Systems postage meter and electronic scale; Cummins-Allison coin sorter and counter; and Cummins-Allison JetScan currency counter.	
-510.48-10 Office Equipment Rental	\$1,000
Rental of the postage meter and feeder for all City mail.	
-510.48-20 Copier Rental	\$25,000
Lease of 4 copiers in City Hall (City Clerk/Admin, Finance, Planning, and HR)	
-510.60-20 Computer Supplies	\$15,000
B&W printer toner and drums (\$9,000); Color toner and supplies (\$4,000); back-up tape cartridges (\$1,000); PC media, cables & other miscellaneous supplies (\$1,000)	
-510.66-10 Telephone	\$40,000
Local and long-distance service at all buildings, provided by Avaya VoIP network phone system; Parking Garage, Police alarm system and elevator monitoring lines (5) @ \$122/mo; DPW modular building POTS @ \$92/mo; Xima Chrono.software.	

CAPITAL OUTLAY:

-510.98-10 Computer Hardware

\$57,840

Replace 3x servers; server for VPN and WiFi security; workstations, laptops and monitors.

-510.98-20 Computer Software

\$19,400

Remote Management and monitoring software; IT Help Desk software; Artificial Intelligence-based anti-virus program; password and documentation management system; Cyber Security Awareness; and other miscellaneous.

KEY PERFORMANCE MEASURES INFORMATION TECHNOLOGY:

Goal: Measure	FY2020		FY2021		FY2022
	Target	Actual	Target	Estimate	Target
Continuity of workflow , network availability and security					
% of network availability including but not limited to email; fileserver; website; intranet and financial systems software	>90%	97%	>90%	99%	>95%
% of helpdesk tickets completed within 48 hours of receipt	100%	96%	100%	95%	95%
Number of training sessions offered to employees on Office 365, Laserfiche, iSolved and other common software	25	94	15	10	25
Number of DPS, DPW, Finance and Admin staff trained on Accela	20	18	28	30	5

INFORMATION TECHNOLOGY

Acct. Code		FY 2020	FY 2021	FY 2022		FY 2023	Change in Budget	
				ADJUSTED	Estimated	PROPOSED	FY 22 to FY 23	
		ACTUAL	ACTUAL	BUDGET	FY Total	BUDGET	\$	%
-1024								
	<u>Salaries & Wages</u>							
-510.10-01	Salary/Hourly	\$ 177,779	\$ 208,778	\$ 205,045	\$ 195,282	\$ 272,792	\$ 67,747	33.0%
-510.10-03	Overtime	4,277	-	-	-	-	-	0.0%
	Total Salaries & Wages	182,056	208,778	205,045	195,282	272,792	67,747	33.0%
	<u>Benefits</u>							
-510.11-10	FICA	12,926	13,958	14,570	14,939	20,679	6,109	41.9%
-510.11-12	Health Insurance	33,190	40,662	33,762	20,577	31,417	(2,345)	-6.9%
-510.11-13	Dental Insurance	1,506	1,506	1,582	1,250	1,583	1	0.1%
-510.11-14	Life Insurance	324	324	326	290	621	295	90.5%
-510.11-15	Vision Insurance	397	397	398	308	398	-	0.0%
-510.11-17	457 City Match Contribution	3,900	4,650	4,693	2,230	1,564	(3,129)	-66.7%
-510.11-21	Workers Compensation	3,220	3,601	2,968	2,780	4,889	1,921	64.7%
-510.11-22	Long-term Disability Insurance	644	695	758	480	1,008	250	33.0%
-510.11-25	MSRP Retirement	9,622	10,381	11,278	7,890	20,186	8,908	79.0%
	Total Benefits	65,728	76,174	70,335	50,744	82,345	12,010	17.1%
	<u>Other Operating Costs</u>							
-510.12-10	Non Training Travel-mileage reimb.	804	228	1,550	250	1,550	-	0.0%
-510.12-11	Travel & Training		-	5,000	-	10,000	5,000	100.0%
-510.30-14	Support Services	29,037	26,616	80,000	45,000	80,000	-	0.0%
-510.34-32	Internet Streaming - Granicus	4,190	8,285	18,830	9,500	18,830	-	0.0%
-510.36-40	Scanning - City wide			54,050	-	-	(54,050)	-100.0%
-510.36-63	PGINCCC I-Net Prorata Exp	4,800	5,000	22,603	22,603	22,600	(3)	0.0%
-510.40-15	Repairs & Maint. - Telephone Equip.	2,656	4,319	1,500	1,500	4,500	3,000	200.0%
	Maintenance Contracts:							
-510.45-10	Computer Software Support	211,780	228,263	193,096	300,000	255,430	62,334	32.3%
-510.45-11	Computer Hardware Support	7,941	1,486	7,500	3,800	5,000	(2,500)	-33.3%
-510.45-15	Office Equipment	1,156	1,354	1,725	1,500	1,500	(225)	-13.0%
-510.48-10	Office Equipment rental	759	759	1,000	760	1,000	-	0.0%
-510.48-20	Copier rental	19,063	16,339	25,000	24,980	25,000	-	0.0%
-510.60-10	General Supplies	1,941	16	250	100	500	250	100.0%
-510.60-11	Meeting Refreshments	129	-	360	-	500	140	38.9%
-510.60-20	Computer Supplies	6,495	7,140	17,000	8,000	15,000	(2,000)	-11.8%
-510.61-10	Office Supplies	2,438	1,608	2,000	2,000	2,000	-	0.0%
-510.62-10	Postage (City-wide)	17,038	21,559	20,000	18,000	20,000	-	0.0%
-510.66-10	Telephone	37,400	38,964	40,338	40,338	40,000	(338)	-0.8%
-510.66-12	Cellular services	7,627	12,773	11,520	11,520	12,500	980	8.5%
-510.66-14	Internet access - all facilities	9,501	12,021	10,988	10,000	13,000	2,012	18.3%
-510.66-20	Cable TV Service	376	392	379	379	1,200	821	216.6%
-510.67-10	Dues		-	200	-	-	(200)	-100.0%
	Total Other Operating Costs	365,131	387,122	514,889	500,230	530,110	15,221	3.0%
	<u>Capital Outlay</u>							
-510.97-10	Telephone System	425	153	1,000	250	1,500	500	50.0%
-510.98-10	Computer Hardware	12,200	7,707	12,790	8,000	57,840	45,050	352.2%
-510.98-20	Computer Software	990	5,409	4,900	4,900	19,400	14,500	295.9%
	Total Capital Outlay	13,615	13,269	18,690	13,150	78,740	60,050	321.3%
	Total Information Technology	\$ 626,530	\$ 685,343	\$ 808,959	759,406	\$ 963,987	\$ 155,028	19.2%

NON-DEPARTMENTAL EXPENDITURES

PROGRAM #1025



This program provides a cost pool for non-departmental expenditures such as insurance, City Hall utilities and payroll benefits. Funding for the cost of opening and closing City Hall for after-hour public meetings is also included in this budget. Most insurance coverage is purchased through the Local Government Insurance Trust (LGIT), of which the City is a charter member.

As noted previously, it had been the practice to allocate the expenditures in this program to other programs through various overhead accounts. As an intrafund allocation, there was no effect on the total costs of the General Fund. In the interest of simplification and ease of understanding, these costs now remain in this department, identified in one location rather than spread throughout various General Fund programs.

BUDGET HIGHLIGHTS:

- The increase in this budget is primarily related to the increase in costs of the various liability and property insurance policies.

PERSONNEL:

- The personnel expenditures includes overtime for one City employee to open and close Davis Hall for evening City and community meetings. There are no full-time employees associated with this budget.

SUMMARY OF EXPENDITURES:

Type	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Salaries and Wages	\$ 2,432	\$ -	\$1,500	\$ -
Benefits	20,544	17,702	6,115	-
Other Operating Costs	161,623	157,252	180,428	179,700
Capital	-	-	-	-
Total Expenditures	\$184,599	\$174,954	\$188,043	\$179,700

EXPLANATION/DETAIL FOR CERTAIN LINE ITEMS

OTHER OPERATING COSTS:

-510.30-14 Support Services **\$4,060**

Unemployment tax service - quarterly and flex spending account administration, estimating 40 participants.

-510.36-22 MSRP Administrative Fee **\$15,000**

Estimated fees for retirement system administration, provided by the Maryland State Retirement Agency.

-510.50-10 Liability and Property Insurance **\$156,440**

Cost of various City liability and property policies including public officials liability; automobile-primary, excess & physical damage; property; primary liability; pollution legal liability; and other 9 other specific policies.

NON-DEPARTMENTAL EXPENDITURES

Acct. Code		FY 2020	FY 2021	FY 2022		FY 2023	Change in Budget	
		ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	PROPOSED BUDGET	FY 22 to FY 23	
							\$	%
-1025								
	<u>Salaries & Wages</u>							
-510.10-01	Salary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
-510.10-03	Overtime	2,432	-	1,500	-	-	(1,500)	-100.0%
	Total Salaries & Wages	2,432	-	1,500	-	-	(1,500)	-100.0%
	<u>Benefits</u>							
-510.11-10	FICA	171	-	115	-	-	(115)	-100.0%
-510.11-12	Health Insurance	5,330	4,878	6,000	5,573	-	(6,000)	-100.0%
-510.11-13	Dental Insurance	16	(1,890)	-	-	-	-	0.0%
-510.11-14	Life Insurance	69	(19)	-	-	-	-	0.0%
-510.11-15	Vision Insurance	9	3	-	-	-	-	0.0%
-510.11-17	457 City Match Contribution	74	(5,094)	-	-	-	-	0.0%
-510.11-21	Workers Compensation	14,417	19,713	-	-	-	-	0.0%
-510.11-22	Long-term Disability Insurance	458	111	-	-	-	-	0.0%
	Total Benefits	20,544	17,702	6,115	5,573	-	(6,115)	-100.0%
	<u>Other Operating Costs</u>							
-510.30-14	Support Services	3,562	3,306	3,620	3,400	4,060	440	12.2%
-510.36-22	MSRP Administrative Fees	15,669	13,898	16,000	14,000	15,000	(1,000)	-6.3%
-510.50-10	Liability & Prop. Insurance-City wide	128,435	138,396	156,608	150,230	156,440	(168)	-0.1%
-510.60-10	General Supplies	2,615	1,512	4,200	2,800	4,200	-	0.0%
-510.65-10	Electricity	9,375	-	-	-	-	-	0.0%
-510.65-11	Natural Gas	1,074	140	-	-	-	-	0.0%
-510.65-13	Water & Sewer	893	-	-	-	-	-	0.0%
	COVID related exp (CARES Act)	126,234	1,641,244					
	Total Other Operating Costs	287,857	1,798,496	180,428	170,430	179,700	(728)	-0.4%
	Total Insurance, Utilities and Other Costs	\$ 310,833	\$ 1,816,198	\$ 188,043	\$ 176,003	\$ 179,700	\$ (8,343)	-4.4%

ELECTIONS & OTHER BOARDS, COMMITTEES AND COMMISSIONS

PROGRAM #1012, 1009, 1013, 1014



The City utilizes boards and commissions to advise the Mayor and Council on a variety of topics in the City. Members of the City's boards and commissions give generously of their time and talents to make valuable contributions to the City.

Some boards and commissions are established in the City Charter or City Code, and some are established by resolution of the Mayor and Council. The City Clerk's office is responsible for maintaining records for the boards and commissions, although most are also assigned a department staff liaison. Most members who serve on the City's Boards and Commissions are City residents, but in certain cases non- residents are eligible. Some of the boards and commissions offer small stipends to its members, but most are strictly voluntary.

The boards and commissions are as follows:

Advisory Planning Commission (3012)	Dr. Martin Luther King, Jr. Tribute Committee
Animal Welfare Committee	Ethics Commission* (1014)
Bee City USA Committee	Noise Control Board
Board of Election Supervisors* (1012)	Recreation Board
College Park Airport Authority	Restorative Justice Committee
College Park Seniors Committee	Tree and Landscape Board
Committee for a Better Environment (5010)	Veterans Memorial Committee
Education Advisory Committee	

**Advisory Committees noted above with an asterisk have separate budgets established under the program numbers indicated. Other Boards with a program number indicated are included in that program with the associated staff liaison. Program descriptions for all boards and committees are included on the City's website.*

BUDGET HIGHLIGHTS:

- No significant changes in the operations of these programs are anticipated.

PERSONNEL:

- There are no full-time employees associated with these budgets.
- Certain board/committee members receive stipends and those costs are reflected in the Mayor & Council budget (#1010).

SUMMARY OF EXPENDITURES:

Type	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Salaries and Wages	\$ 8,748	\$ 4,980	\$ 4,560	\$ 3,850
Benefits	1,926	512	358	300
Other Operating Costs	61,105	23,046	98,100	16,600
Capital	-	-	-	-
Total Expenditures	\$71,779	\$28,538	\$ 103,018	\$ 20,750

OTHER OPERATING COSTS:**ELECTIONS (#1012):****-510.69-10 Other Election Expenses****\$4,000**

Includes all estimated costs for November election

ETHICS COMMISSION (#1014):**-510.32-10 Legal Services****\$12,000**

Provides for legal consultation as needed.

BOARD OF ELECTION SUPERVISORS AND ETHICS COMMISSION

Code		FY 2020	FY 2021	FY 2022		FY 2023	Change in Budget	
		ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	PROPOSED BUDGET	FY 22 to FY 23	
							\$	%
12	Elections							
	<u>Salaries & Wages</u>							
-510.10-01	Salary	\$ 3,772		\$ -	\$ -	\$ -	-	0.0%
-510.10-03	Overtime	956		-	-	-	-	0.0%
-510.10-05	Elected & Appointed	4,020	4,980	4,560	2,500	3,850	(710)	-15.6%
	Total Salaries & Wages	8,748	4,980	4,560	2,500	3,850	(710)	-15.6%
	<u>Benefits</u>							
-510.11-10	FICA	652	381	350	191	295	(55)	-15.7%
-510.11-12	Health Insurance	985	120	-	-	-	-	0.0%
-510.11-13	Dental Insurance	22		-	-	-	-	0.0%
-510.11-14	Life insurance	25		-	-	-	-	0.0%
-510.11-15	Vision Insurance	1		-	-	-	-	0.0%
-510.11-17	457 City Match Contribution	5		-	-	-	-	0.0%
-510.11-21	Workers Compensation	25	11	8	7	5	(3)	-37.5%
-510.11-22	Long-term Disability Insurance	14					-	0.0%
-510.11-25	MSRP Retirement	197				-	-	0.0%
	Total Benefits	1,926	512	358	198	300	(58)	-16.2%
	<u>Other Operating Costs</u>							
-510.30-13	Administrative	13,478	3,429	-	1,000	-	-	0.0%
-510.30-39	Translation Services	-	426		500	-	-	0.0%
-510.36-10	Printing		4,488		-	-	-	0.0%
-510.36-15	Meals for election workers	565	198		-	-	-	0.0%
-510.36-25	Cable TV Camera Operator		600		-	-	-	0.0%
-510.48-25	Voting Machines rental	43,088			-	-	-	0.0%
-510.60-10	Election supplies	582	14		73	-	-	0.0%
-510.62-10	Postage		531		275			0.0%
-510.69-10	Other election exp/Special election	344	3,008	90,000	42,496	4,000	(86,000)	-95.6%
	Total Other Operating Costs	58,057	12,694	90,000	44,344	4,000	(86,000)	-95.6%
	Total Elections	\$ 68,731	\$ 18,186	\$ 94,918	\$ 47,042	\$ 8,150	\$ (86,768)	-91.4%
14	Ethics Commission							
	<u>Other Operating Costs</u>							
-510.30-13	Administrative	\$ 472	\$ 330	\$ 600	\$ 500	\$ 600	\$ -	0.0%
-510.32-20	Legal-Ethics Commission	2,576	10,022	7,500	5,000	12,000	4,500	60.0%
	Total Ethics Commission	\$ 3,048	\$ 10,352	\$ 8,100	\$ 5,500	\$ 12,600	\$ 4,500	55.6%
	Total Board of Election Supervisors & Ethics Commission	\$ 71,779	\$ 28,538	\$ 103,018	\$ 52,542	\$ 20,750	\$ (82,268)	-79.9%
	TOTAL GENERAL & ADMIN. EXP.	\$ 4,579,602	\$ 6,144,196	\$ 5,466,235	\$ 4,834,601	\$ 6,112,259	\$ 646,024	11.8%

PUBLIC SERVICES - SUMMARY



Public Services is responsible for the enforcement of all laws, ordinances, rules and regulations of the City and, where jurisdiction lies with the City, of Prince George's County, the State of Maryland and the United States; issuance of licenses and permits, and their enforcement; performing all required inspections; and supervision of City contract police personnel.

The Department is organized into six programs: Administration (including emergency management and recreation), Parking Management and Enforcement, Code Compliance & Enforcement, Speed Enforcement, Animal Welfare, and Contract Police. Further detail on these programs, including their significant accomplishments and budget highlights, are included with their detailed budgets, following this summary.

PERSONNEL:

The following is a summary of the total staffing in Public Services. The allocation of personnel is included with each program's budget.

Authorized Position	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Public Services Director	1	1	1	1
Administrative Assistant	-	-	-	-
Executive Assistant	1	1	1	1
Senior Administrative Assistant	1	1	1	1
Administrative Assistant	2	2	2	2.5
Office Specialist III, II, I	-	-	-	-
Parking Enforcement Manager	1	1	1	1
Parking Operations Supervisor	1	1	1	1
Parking Enforcement Officer, Senior	5	5	5	5
Parking Enforcement Officer	0.5	0.5	0.5	0.5
Parking Enforcement Officer II, I	-	-	-	-
Code Enforcement Manager	-	-	-	-
Code Enforcement Supervisor	1	1	1	1
Code Enforcement Officer, Senior	3	3	3	3
Code Enforcement Officer	4	4	4	4
Code Enforcement Officer III, II, I	-	-	-	-
Animal Control Officer	1	1	1	1
Police Officer - Supervisor (contract)	0.5	0.5	0.5	0.5
Police Officer - Part Time (contract)	12.5	12.5	12.5	12.5
Police Officer - Full Time (contract)*	2.0	2.0	2.0	2.0
Fiscal Support Specialist II	-	-	-	-
Total Personnel	36.5	36.5	36.5	37

*included in Program 2030 in Other Operating Costs as Police Services Contract.

SUMMARY OF EXPENDITURES:

Function	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Administration	\$ 547,189	\$ 468,709	\$ 324,346	\$ 340,561
Parking Management & Enforcement	704,409	672,331	700,121	732,664
Code Compliance & Enforcement	821,798	959,880	938,379	1,057,208
Animal Welfare	89,196	71,608	96,506	111,696
Speed Enforcement	881,216	1,132,331	1,098,062	1,243,344
Contract Police	1,589,428	1,398,828	1,464,294	1,507,997
Total Expenditures	\$4,633,237	\$4,703,687	\$4,621,708	\$4,993,471

ADMINISTRATION

PROGRAM #2010



This program provides management, oversight and general administrative services to the entire Public Services Department. This program is responsible for emergency management of the City. The Department Director keeps current on relevant codes; makes recommendations for change; responds to citizen concerns about public safety; and serves as liaison to public safety agencies.

SIGNIFICANT ACCOMPLISHMENTS:

- Recruited and hired Code Enforcement Supervisor and Code Enforcement Officer
- Staffed move committee for three-part move to relocate staff from 8400 to 7401 Baltimore Ave
- Supported communications staff in website updates of forms and notices – on going
- Continue to track achievements (OKRs) related to 5-year strategic plan
- Worked with security camera vendors to replace failing/aging equipment and expand the network
- Processed reimbursements under the Micro Grant program for 6 neighborhood events
- Supported in-person National Night Out events at 4 locations across the City
- Maintained expected levels of all enforcement duties during City Hall relocation
- Staffed or supported multiple events

BUDGET HIGHLIGHTS:

- There are no significant changes in the operations of this program.

PERSONNEL:

Authorized Position	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Public Services Director	1	1	1	1
Executive Assistant	1	1	1	1
Total Personnel	2	2	2	2

SUMMARY OF EXPENDITURES:

Type	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Salaries & Wages	\$244,803	\$217,917	\$213,529	\$229,297
Benefits	57,560	49,874	48,745	50,952
Other Operating Costs	244,826	200,918	62,072	60,312
Capital	-	-	-	-
Total Expenditures	\$547,189	\$468,709	\$324,346	\$340,561

OTHER OPERATING COSTS:**-520.12-11 Travel and Training \$2,500**

NFPA, AACE, ITGA or International Code Council annual conference and other training

-520.34-33 CCTV Camera monitoring \$15,162

The University of Maryland Department of Public Safety bills the City annually to monitor 21 safety cameras. Contract for live monitoring not being renewed beginning in FY2022.

-520.36-10 Printing \$500

Forms, letterhead and envelopes.

-520.65-10 Electricity \$3,000

Includes electricity for 40 CCTV devices (cameras & license plate readers).

-520.66-12 Cellular Phone \$7,500

Includes cost for 11 public emergency reporting ("blue light") telephones; aircard service for 6 CCTV sites; and other regular cell phone service.

-520.67-10 Dues \$600

Dues for a variety of memberships in code enforcement and public safety related organizations including the Code Enforcement & Zoning Officials Association, American Association of Code Enforcement, International Parking Institute, Maryland Building Officials Association, National Fire Protection Association, Maryland Association of Parking Administrators and the International Code Council.

KEY PERFORMANCE MEASURES**PUBLIC SERVICES - ADMINISTRATIONS:**

Goal: Measure	FY2020		FY2021		FY2022
	Target	Actual	Target	Estimate	Target
Excellent Services					
Average response time to requests/questions from residents or elected officials. (in days)	1	0.26	1	.17	1
Effective fiscal management					
% of department wide budget spent	< 100%	96.3%	< 100%	99%	< 100%

PUBLIC SERVICES ADMINISTRATION

Acct. Code		FY 2020	FY 2021	FY 2022		FY 2023	Change in Budget	
		ACTUAL	ACTUAL	ADJUSTED	Estimated	PROPOSED	FY 22 to FY 23	
				BUDGET	FY Total	BUDGET	\$	%
-2010								
	<u>Salaries & Wages</u>							
-520.10-01	Salary/Hourly	\$ 236,633	\$ 153,245	\$ 158,912	\$ 155,298	\$ 170,581	\$ 11,669	7.3%
-520.10-02	Hourly		61,036	53,617	53,617	56,716	3,099	5.8%
-520.10-03	Overtime	8,170	3,636	1,000	1,000	2,000	1,000	100.0%
	Total Salaries & Wages	244,803	217,917	213,529	209,915	229,297	15,768	7.4%
	<u>Benefits</u>							
-520.11-10	FICA	16,839	15,358	15,127	16,058	15,717	590	3.9%
-520.11-12	Health Insurance	10,721	7,596	7,786	7,786	8,239	453	5.8%
-520.11-13	Dental Insurance	847	656	639	1,000	639	-	0.0%
-520.11-14	Life Insurance	559	533	556	550	590	34	6.1%
-520.11-15	Vision Insurance	236	188	172	170	172	-	0.0%
-520.11-17	457 City Match Contribution	5,328	4,772	4,441	4,400	4,441	-	0.0%
-520.11-18	401A Retirement	10,577	9,798	10,460	10,475	11,219	759	7.3%
-520.11-21	Workers Compensation	7,358	7,039	5,829	5,829	4,898	(931)	-16.0%
-520.11-22	Long-term Disability Insurance	797	750	786	768	840	54	6.9%
-520.11-25	MSRP Retirement	4,298	3,184	2,949	2,900	4,197	1,248	42.3%
	Total Benefits	57,560	49,874	48,745	49,936	50,952	2,207	4.5%
	<u>Other Operating Costs</u>							
-520.12-10	Non Training Travel	29	-	150	-	150	-	0.0%
-520.12-11	Travel & Training	1,402	168	1,500	1,200	2,500	1,000	66.7%
-520.25-23	Community Events Micro-Grants	2,655	1,000	Moved to G&A-1006- Communication & Spec. Events			-	-
-520.30-13	Administrative support	1,598	-	-	-	-	-	0.0%
-520.34-33	CCTV Camera Monitoring	149,220	149,226	15,422	-	15,162	(260)	-1.7%
-520.36-10	Printing	86	-	500	140	500	-	0.0%
-520.36-34	Neighborhood Watch	-	-	500	-	500	-	0.0%
-520.36-40	Files management-Laserfiche	51,528	29,010	20,000	-	20,000	-	0.0%
-520.38-62	National Night Out	881	308	1,000	1,292	1,500	500	50.0%
-520.40-10	Office Equipment maintenance	-	-	500	-	500	-	0.0%
-520.47-10	Clothing & Uniforms	-	227	200	200	200	-	0.0%
-520.48-20	Copier & Office equipment lease	7,092	5,914	3,500	5,900	3,500	-	0.0%
-520.60-10	General Supplies	1,988	3,197	3,000	3,000	3,000	-	0.0%
-520.60-11	Meeting Refreshments	285	-	200	-	200	-	0.0%
-520.61-10	Office, Safety & Comp. Supplies	332	1,062	1,000	1,000	1,500	500	50.0%
-520.65-10	Electricity	2,984	3,355	3,000	3,700	3,000	-	0.0%
-520.66-12	Communications	6,099	7,006	11,000	4,900	7,500	(3,500)	-31.8%
-520.67-10	Dues/Publications	365	265	600	365	600	-	0.0%
-520.69-10	Miscellaneous	18,282	180	-	100	-	-	#DIV/0!
	Total Other Operating Costs	244,826	200,918	62,072	21,797	60,312	(1,760)	-2.8%
	Total Public Services Admin.	\$ 547,189	\$ 468,709	\$ 324,346	\$ 281,648	\$ 340,561	\$ 16,215	5.0%

PARKING MANAGEMENT & ENFORCEMENT

PROGRAM #2011



This Program is responsible for the enforcement of all parking regulations throughout the City, traffic control duties as assigned and resident petition verification.

Parking Enforcement Officers monitor the Downtown area meters and pay stations for function and payments. Officers also patrol residential neighborhoods to ensure compliance with permit parking regulations, etc.

Administrative/office staff issue parking permits, accept payments for parking permits and fines, and sell Prince George's County animal licenses, Non-resident stickers for MVA, and daily visitor parking permits.

SIGNIFICANT ACCOMPLISHMENTS:

- AMP Park Mobile App fully integrated into all paid parking locations
- Transition to smart meter technology completed (To be expanded with completion of development projects on Hartwick Road & Lot 2 of the College Park Shopping Center, and Old Applebee's Lot)
- Completion of changeover to allow on-line virtual permitting City-wide
- Completion of residential parking zone permitting by license plate number

BUDGET HIGHLIGHTS:

- No significant changes in operations are anticipated.

PERSONNEL:

Authorized Position	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Parking Enforcement Manager	1	1	1	1
Parking Operations Supervisor	1	1	1	1
Parking Enforcement Officer, Senior	4	4	4	4
Parking Enforcement Officer	1.5	1.5	0	0
Total Personnel	7.5	7.5	6.0	6.0

SUMMARY OF EXPENDITURES:

Type	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Salaries and Wages	\$493,760	\$451,521	\$456,615	\$482,018
Benefits	152,293	133,605	126,392	131,932
Other Operating Costs	58,356	87,205	117,114	118,714
Capital	-	-	-	-
Total Expenditures	\$704,409	\$672,331	\$700,122	\$732,664

OTHER OPERATING COSTS:**-520.12-11 Travel and Training** **\$1,825**

International Parking Institute Annual Conference

LGIT – coursework for Academy of Excellence in Local Governance

Other local training seminars

-520.36-10 Printing **\$16,500**

For parking tickets, permits, and pay station receipt paper.

-520.66-12 Cellular Phone **\$5,000**

Includes service for 7 ticket writing devices and service for 2 cell phones

-520.67-10 Dues **\$795**

For membership in the International Parking Institute (\$595) and Maryland Association of Parking Administrators (\$200).

KEY PERFORMANCE MEASURES**PUBLIC SERVICES - PARKING MANAGEMENT & ENFORCEMENT:**

Goal: Measure	FY2020		FY2021		FY2022
	Target	Actual	Target	Estimate	Target
Excellent Services					
% of tickets issued without error	>97%	99%	>97%	99%	>97%
% of parking permits issued within one day of application	>99%	99%	>99%	99%	>99%

PARKING MANAGEMENT AND ENFORCEMENT

Acct. Code	FY 2020		FY 2021		FY 2022		FY 2023	Change in Budget	
	ACTUAL		ACTUAL		ADJUSTED BUDGET	Estimated FY Total	PROPOSED BUDGET	FY 22 to FY 23	
								\$	%
-2011									
	<u>Salaries & Wages</u>								
-520.10-01	Salary/Hourly	\$ 488,680	\$ 115,838	\$ 117,955	\$ 116,000	\$ 128,264	\$ 10,309	8.7%	
-520.10-02	Hourly		333,510	335,160	335,000	350,254	15,094	4.5%	
-520.10-03	Overtime	2,610	394	1,000	300	1,000	-	0.0%	
-520.10-10	Night Shift Differential	2,470	1,779	2,500	1,500	2,500	-	0.0%	
	Total Salaries & Wages	493,760	451,521	456,615	452,800	482,018	25,403	5.6%	
	<u>Benefits</u>								
-520.11-10	FICA	36,057	33,682	34,168	34,639	36,083	1,915	5.6%	
-520.11-12	Health Insurance	56,990	43,235	37,334	40,350	33,930	(3,404)	-9.1%	
-520.11-13	Dental Insurance	3,167	2,536	2,853	2,620	2,201	(652)	-22.9%	
-520.11-14	Life Insurance	1,107	972	978	978	978	-	0.0%	
-520.11-15	Vision Insurance	975	758	783	780	705	(78)	-10.0%	
-520.11-17	457 City Match Contribution	6,115	7,280	7,300	7,300	7,300	-	0.0%	
-520.11-21	Workers Compensation	21,583	20,401	16,380	16,380	13,556	(2,824)	-17.2%	
-520.11-22	Long-term Disability Insurance	1,619	1,561	1,675	1,583	1,769	94	5.6%	
-520.11-25	MSRP Retirement	24,680	23,180	24,921	24,200	35,410	10,489	42.1%	
	Total Benefits	152,293	133,605	126,392	128,830	131,932	5,540	4.4%	
	<u>Other Operating Costs</u>								
-520.12-11	Travel & Training	-	-	1,825	400	1,825	-	0.0%	
-520.30-40	Parking Tickets Hearing Officer	7,473	7,718	9,000	9,000	9,000	-	0.0%	
-520.36-10	Printing	27,439	15,095	16,500	16,000	16,500	-	0.0%	
-520.36-13	MVA Services	336	210	500	275	500	-	0.0%	
-520.40-13	Parking meter maintenance	227	-	500	208	500	-	0.0%	
-520.40-16	Parking Pay Stations maintenance		1,441	1,000	2,609	2,600	1,600	160.0%	
	Contract Maintenance:								
-520.45-13	Handheld ticket writers	13,250	1,980	13,250	13,250	13,250	-	0.0%	
-520.45-14	Parking pay stations/AIMS	-	52,130	63,744	55,000	63,744	-	0.0%	
-520.47-10	Clothing & Uniforms	1,114	1,045	1,500	1,000	1,500	-	0.0%	
-520.60-10	General Supplies	2,470	1,448	2,000	1,500	2,000	-	0.0%	
-520.61-10	Office Supplies	316	396	500	300	500	-	0.0%	
-520.62-10	Postage			1,000	80	1,000	-	0.0%	
-520.66-12	Cellular Phone	5,036	5,047	5,000	5,000	5,000	-	0.0%	
-520.67-10	Dues/Publications	695	695	795	695	795	-	0.0%	
	Total Other Operating Costs	58,356	87,205	117,114	105,317	118,714	1,600	1.4%	
	Total Parking Enforcement	\$ 704,409	\$ 672,331	\$ 700,121	\$ 686,947	\$ 732,664	\$ 32,543	4.6%	

CODE COMPLIANCE & ENFORCEMENT

PROGRAM #2012



The Code Compliance and Enforcement program is responsible for the inspection of all rental and non-residential (commercial) properties in the City, including hotels, apartments, rooming houses, single-family rental dwellings, fraternities, sororities, and commercial establishments as required by the City Code. Code Enforcement Officers perform interior and exterior inspections of all residential rental units and commercial properties. These inspections are part of the occupancy permitting process. Occupancy Permits are issued by the Public Services Department after all fees are paid, all violations are corrected, and any other mandatory compliance issues are resolved. Additional inspections are performed when exterior conditions indicate that code violations may exist inside the property or if a tenant reports a possible violation of the code and requests an interior inspection.

In addition to the annual inspections of properties requiring an occupancy license, daily exterior property maintenance inspections are performed on all properties in the City. Officers observe properties for potential code violations such as poor yard maintenance; unregistered vehicles; trash and/or recycling bins at the curb on non-collection days; accumulated trash and debris; construction projects without required permits; parking on the grass; or the need for overall exterior maintenance such as painting, gutter repairs, etc. These exterior inspections include both rental and owner-occupied properties. Commercial properties are also monitored for the same types of violations, with emphasis on illegal signs. Code Enforcement officers also cite violations of the County zoning regulations in accordance with an M.O.U. with the County.

SIGNIFICANT ACCOMPLISHMENTS:

- Opened new service window at City Hall
- Over 430 Resident-generated code compliance cases (Comcates) generated and closed which helps to engage the community in our compliance efforts and enhance the feelings of inclusiveness.
- Over 190 Sub-Standard property violation cases generated, 70 noise cases generated, and 50 Abandoned Vehicle cases generated to encourage safety, enrich our environment, and promote well-being in our City
- Successful Community Noise Enforcement certification and re-certification of Director and all full time and part time Code Enforcement Officers
- Completed routine inspections of all multi-dwelling residences to foster and sustain an affordable and stable City, and to enhance quality, value, and accessibility for all.
- Continued intradepartmental implementation of Accela software

BUDGET HIGHLIGHTS:

- A new .5 FTE Administrative Assistant position was added in mid-FY22. It was not included in the FY2022 budget so it shows as a new position for FY2023.
- Increase in salaries relates to full staffing of FY22 budgeted positions; the positions were filled later in FY22 than anticipated.
- No significant changes are expected in operations.

PERSONNEL:

Authorized Position	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Code Enforcement Supervisor	1	1	1	1
Code Enforcement Officer, Senior	3	3	3	3
Code Enforcement Officer	4	4	4	4
Senior Administrative Assistant	1	1	1	1
Administrative Assistant	2	2	2	2.5
Total Personnel	11	11	11	11.5

SUMMARY OF EXPENDITURES:

Type	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Salaries & Wages	\$ 594,318	\$664,361	\$702,306	\$780,916
Benefits	194,904	215,935	210,973	231,192
Other Operating Costs	32,576	79,584	25,100	45,100
Capital	-	-	-	-
Total Expenditures	\$821,798	\$959,880	\$938,379	\$1,057,208

*EXPLANATION/DETAIL FOR CERTAIN LINE ITEMS***OTHER OPERATING COSTS:****-520.12-11 Travel and Training** **\$18,000**

CEZOA quarterly meetings
MBOA quarterly meetings
CEZOA state conference for 6 attendees
Administrative support training
Code Enforcement officer continuing education courses
Noise control certification & recertification

-520.36-10 Printing **\$4,500**

Resident communications, inspection forms & licenses-\$2,000; and permit forms and other stationery - \$2,500.

-520.36-36 Abatements **\$ -**

Estimated property clearance abatements (other than Public Works) that will be billed to owners, subsequently reimbursed through property tax liens.

-520.66-12 Communications **\$ 11,000**

Monthly service for cell phones and notebooks.

-520.67-10 Dues **\$500**

Dues for the Code Enforcement & Zoning Officials Association; American Association for Code Enforcement; and membership in the Maryland Building Officers Association.

KEY PERFORMANCE MEASURES

PUBLIC SERVICES - CODE ENFORCEMENT:

Goal: Measure	FY2020		FY2021		FY2022
	Target	Actual	Target	Estimate	Target
Excellent Services					
License/permit applications for rental and commercial property are processed regularly/without delay (payment processed; inspection scheduled/completed; and permit issued within 30 days ¹)	100%	100%	98%	100%	98%
Code enforcement hotline is answered 24/7/365	100%	99%	100%	99%	100%
Non-urgent hotline requests responded to within one business day	100%	99%	100%	99%	100%
Urgent hotline requests responded to immediately and/or police are dispatched when CEOs are off-duty	100%	100%	100%	100%	100%
¹ - barring extenuating, external circumstances such as absence of lead abatement certification, unpaid taxes, etc.					

CODE COMPLIANCE & ENFORCEMENT

Acct. Code		FY 2020	FY 2021	FY 2022		FY 2023	Change in Budget	
		ACTUAL	ACTUAL	ADJUSTED	Estimated	PROPOSED	FY 22 to FY 23	
				BUDGET	FY Total		BUDGET	\$
-2012								
	<u>Salaries & Wages</u>							
-520.10-01	Salary/Hourly	\$ 567,022	\$ 630,308	\$ 683,006	\$ 638,000	\$ 749,116	\$ 66,110	9.7%
-520.10-03	Overtime	25,599	32,674	17,500	19,012	30,000	12,500	71.4%
-520.10-10	Night Shift Differential	1,697	1,379	1,800	1,250	1,800	-	0.0%
	Total Salaries & Wages	594,318	664,361	702,306	658,262	780,916	78,610	11.2%
	<u>Benefits</u>							
-520.11-10	FICA	43,596	47,909	49,413	50,357	53,858	4,445	9.0%
-520.11-12	Health Insurance	80,793	89,382	79,801	83,000	79,333	(467)	-0.6%
-520.11-13	Dental Insurance	6,012	6,004	6,736	6,000	7,134	398	5.9%
-520.11-14	Life Insurance	1,215	1,339	1,464	1,250	1,740	276	18.9%
-520.11-15	Vision Insurance	1,457	1,485	1,498	1,498	1,713	215	14.4%
-520.11-17	457 City Match Contribution	11,960	15,123	16,800	15,200	16,539	(261)	-1.6%
-520.11-18	401A Retirement	1,984	1,075	-	-	-	-	-
-520.11-21	Workers Compensation	18,666	20,367	16,616	16,600	14,750	(1,866)	-11.2%
-520.11-22	Long-term Disability Insurance	1,434	1,839	2,128	1,800	2,582	454	21.3%
-520.11-25	MSRP Retirement	27,788	31,412	36,517	33,800	53,543	17,026	46.6%
	Total Benefits	194,904	215,935	210,973	209,505	231,192	20,220	9.6%
	<u>Other Operating Costs</u>							
-520.12-11	Travel & Training	7,333	3,193	3,300	5,130	18,000	14,700	445.5%
-520.30-15	Consulting - code study		51,720	-	1,939	-	-	0.0%
-520.36-10	Printing	6,605	2,742	4,500	3,000	4,500	-	0.0%
-520.40-13	Tools & Equipment - maintenance	884	2,203	200	2,170	2,500	2,300	1150.0%
-520.47-10	Clothing & Uniforms	2,698	2,256	3,000	1,500	3,000	-	0.0%
-520.48-60	Building rental	3,648	4,140	-	2,351	-	-	0.0%
-520.60-10	General Supplies	283	626	1,600	500	1,600	-	0.0%
-520.60-60	Safety Supplies	83	-	500	-	500	-	0.0%
-520.61-10	Office Supplies	1,958	2,691	3,000	3,000	3,000	-	0.0%
-520.66-12	Communications	8,032	9,693	8,000	8,000	11,000	3,000	37.5%
-520.67-10	Dues and misc.	70	320	500	350	500	-	0.0%
-520.67-20	Publications & Books	982	-	500	-	500	-	0.0%
	Total Other Operating Costs	32,576	79,584	25,100	27,940	45,100	20,000	79.7%
	Total Code Enforcement	\$ 821,798	\$ 959,880	\$ 938,379	\$ 895,707	\$ 1,057,208	\$ 118,830	12.7%

ANIMAL WELFARE

PROGRAM #2013



Animal Care and Control enforces both City and County animal control laws (as adopted by City Code), with a goal of protecting the health, safety and welfare of City residents and animals. This program provides appropriate seasonal response and patrol, on-call response for injured animals, and animal abuse complaint investigations. The Animal Control Officer serves as staff liaison and subject matter expert to the City's Animal Welfare Committee and other County and State animal management agencies.

SIGNIFICANT ACCOMPLISHMENTS:

- Volunteer program updated and re-instated
- Foster program updated and re-instated
- Affidavit system created for resident witnessed complaints
- Rabies/microchip clinic re-instated
- New Consulting Vet acquired for shelter needs advice

BUDGET HIGHLIGHTS:

- No significant changes are anticipated in the operations of this department.

PERSONNEL:

Authorized Position	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Animal Control Officer	1	1	1	1
Total Personnel	1	1	1	1

SUMMARY OF EXPENDITURES:

Type	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Salaries & Wages	\$59,362	\$46,889	\$63,108	\$67,182
Benefits	18,066	15,245	20,028	22,094
Other Operating Costs	11,768	9,474	13,370	22,420
Capital	-	-	-	-
Total Expenditures	\$89,196	\$71,608	\$96,506	\$111,696

OTHER OPERATING COSTS:**-520.12-11 Travel and Training \$2,500**

Cost of the Humane Society or ASPCA annual conference on animal control and welfare and PAWS conference.

-520.30-14 Support Services \$4,000

Cost for contract animal caretaker to cover the animal shelter when the Animal Control Officer or volunteers are unavailable

-520.36-23 Animal Control Cost Recovery -

Net costs of estimated adoption fees and microchip placement to reduce costs of the division. To be determined by use of services.

-520.40-11 Buildings & Grounds Maintenance \$1,000

Routine maintenance/repairs of the shelter and storage shed.

KEY PERFORMANCE MEASURES**PUBLIC SERVICES ANIMAL CONTROL:**

Goal: Measure	FY2020		FY2021		FY2022
	Target	Actual	Target	Estimate	Target
Maintaining Public Safety and Excellent Services					
Verification of rabies vaccinations by licensing pets (number of licenses issued)	1,300	1,285	1,300	1,325	1,300
% of responding to complaints/calls for service regarding stray, vicious or abused animals in under 30 minutes (when ACO is on-duty)	100%	99%	100%	99%	100%
% of responses to resident calls related to wildlife issues with appropriate information/follow-up within one day (when ACO is on duty)	100%	100%	100%	100%	100%
Animal sheltering/adoption managed according to standards of best practice	Yes	Yes	Yes	Yes	Yes

ANIMAL WELFARE

		FY 2020		FY 2021		FY 2022		FY 2023		Change in Budget	
						ADJUSTED	Estimated	PROPOSED	FY 22 to FY 23		
Acct. Code		ACTUAL	ACTUAL	BUDGET	FY Total	BUDGET			\$	%	
-2013											
	<u>Salaries & Wages</u>										
-520.10-02	Hourly/Salary	\$ 58,188	\$ 46,158	\$ 61,758	\$ 61,200	\$ 65,082	\$ 3,324	5.4%			
-520.10-03	Overtime	1,174	731	1,250	1,200	2,000	750	60.0%			
-520.10-10	Night Shift Differential			100	-	100	-	0.0%			
	Total Salaries & Wages	59,362	46,889	63,108	62,400	67,182	4,074	6.5%			
	<u>Benefits</u>										
-520.11-10	FICA	4,362	3,407	4,521	4,774	4,733	212	4.7%			
-520.11-12	Health Insurance	7,036	6,691	9,581	7,920	10,304	723	7.5%			
-520.11-13	Dental Insurance	363	315	419	389	419	-	0.0%			
-520.11-14	Life Insurance	149	141	171	160	171	-	0.0%			
-520.11-15	Vision Insurance	103	89	113	110	113	-	0.0%			
-520.11-17	457 City Match Contribution	500	86	109	109	109	-	0.0%			
-520.11-21	Workers Compensation	2,630	1,918	2,051	2,000	1,694	(357)	-17.4%			
-520.11-22	Long-term Disability Insurance	183	71	17	160	216	199	1170.6%			
-520.11-25	MSRP Retirement	2,741	2,527	3,046	3,000	4,335	1,289	42.3%			
	Total Benefits	18,066	15,245	20,028	18,622	22,094	2,066	10.3%			
	<u>Other Operating Costs</u>										
-520.12-11	Travel & Training	15	173	1,150	300	2,500	1,350	117.4%			
-520.30-14	Support Services	-	-	2,000	250	4,000	2,000	100.0%			
-520.30-30	Veterinary Services (incl. TNR program)	3,185	6,843	5,000	12,000	10,000	5,000	100.0%			
-520.36-10	Printing	175	-	100	-	100	-	0.0%			
-520.36-23	Animal Control Cost Recovery	(1,695)	(850)	-	(1,445)	-	-	0.0%			
-520.40-11	Buildings & Grounds maint.	3,665	-	1,000	500	1,000	-	0.0%			
-520.42-10	Building cleaning	102	165	150	150	150	-	0.0%			
-520.47-10	Clothing & Uniforms	398	859	500	500	500	-	0.0%			
-520.60-10	General Supplies	907	1,430	2,300	1,400	3,000	700	30.4%			
-520.61-10	Office Supplies	23	194	150	150	150	-	0.0%			
-520.66-12	Cellular Phone	635	660	720	720	720	-	0.0%			
-520.67-10	Dues/Publications	110	-	300	250	300	-	0.0%			
-520.95-20	Building improvements	4,248	-	-	-	-	-	-			
	Total Other Operating Costs	11,768	9,474	13,370	14,775	22,420	9,050	67.7%			
	Total Animal Control	\$ 89,196	\$ 71,608	\$ 96,506	\$ 95,797	\$ 111,696	\$ 15,190	15.7%			

SPEED ENFORCEMENT

PROGRAM #2025



Through contracted services, the Automated Speed Enforcement (ASE) program operates the City's speed management systems cameras in designated school zones and institutions of higher education zones (within 1/2 mile of UMD property), in compliance with State law. The City issues \$40 civil citations to vehicles that exceed the posted speed limit by at least 12 mph. Revenue from this program, after deduction of applicable costs, is spent on public safety as required. Any revenue exceeding 10% of the City's total revenue budget is submitted annually to the Comptroller of Maryland.

SIGNIFICANT ACCOMPLISHMENTS:

- Added 2 speed cameras on Greenbelt Road between Baltimore and Rhode Island Aves.

BUDGET HIGHLIGHTS:

- No significant changes planned in the operations for this budget.
- Two new speed cameras installations for FY2023 creates the increase in OptoTraffic processing charges.

PERSONNEL:

Authorized Position	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Police Officer - Supervisor	0.04	0.04	0.04	0.04
Police Officer - Part-time (contract)	0.41	0.41	0.41	0.41
Total Personnel	0.45	0.45	0.45	0.45

SUMMARY OF EXPENDITURES:

Type	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Salaries & Wages	\$ 40,403	\$ 52,908	\$ 47,407	\$ 52,627
Benefits	6,613	7,163	5,755	5,817
Other Operating Costs	834,200	1,072,260	1,044,900	1,184,900
Capital	-	-	-	-
Total Expenditures	\$881,216	\$1,132,331	\$1,098,062	\$1,243,344

EXPLANATION/DETAIL FOR CERTAIN LINE ITEMS

OTHER OPERATING COSTS:

-520.20-25 Administrative support	\$54,900
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Estimated at 2.5% of net speed enforcement camera revenue to cover costs of administrative support from the Finance and Information Technology Departments associated with this program.

-520.30-15 Consulting**\$5,000**

Annual evaluation of the Automated Speed Enforcement program by an independent agency in accordance with State Highway Administration requirements.

-520.34-66 Optotraffic Processing Charges**\$1,125,000**

Processing charge for the speed enforcement camera revenue. In compliance with State law, this charge is based on fixed rentals of the speed cameras, regardless of ticket revenue generated.

KEY PERFORMANCE MEASURES**PUBLIC SERVICES - SPEED ENFORCEMENT:**

Goal: Measure	FY2020 Target Actual		FY2021 Target Estimate		FY2022 Target
Maintaining Public Safety and Excellent Services					
Errors in citations are corrected within 1 business day	100%	99%	100%	99%	100%
Compliance					
Program is conducted in full compliance with State law	Yes	Yes	Yes	Yes	Yes
Annual report to State submitted on time	Yes	Yes	Yes	Yes	Yes

SPEED ENFORCEMENT

Acct. Code	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022		FY 2023	Change in Budget FY 22 to FY 23	
			ADJUSTED BUDGET	Estimated FY Total	PROPOSED BUDGET	\$	%
-2025							
<u>Salaries & Wages</u>							
-520.10-02 Salary/Hourly	\$ 40,403	\$ 52,908	\$ 47,407	\$ 47,250	\$ 52,627	\$ 5,220	11.0%
Total Salaries & Wages	40,403	52,908	47,407	47,250	52,627	5,220	11.0%
<u>Benefits</u>							
-520.11-10 FICA	3,091	4,048	3,627	3,615	4,026	399	11.0%
-520.11-21 Workers Compensation	3,522	3,115	2,128	2,100	1,791	(337)	-15.8%
Total Benefits	6,613	7,163	5,755	5,715	5,817	62	1.1%
<u>Other Operating Costs</u>							
-520.20-25 Administrative (Speed Camera Prog.)	-	54,900	54,900	54,900	54,900	-	0.0%
-520.30-15 Consulting	-	-	5,000	5,000	5,000	-	0.0%
-520.34-66 Optotraffic Processing charges	834,200	1,017,360	985,000	900,000	1,125,000	140,000	14.2%
Total Other Operating Costs	834,200	1,072,260	1,044,900	959,900	1,184,900	140,000	13.4%
Total Speed Enforcement	\$ 881,216	\$ 1,132,331	\$ 1,098,062	\$ 1,012,865	\$ 1,243,344	\$ 145,282	13.2%

CONTRACT POLICE

PROGRAM #2030



The Contract Police program is designed to enhance and supplement the five police agencies having primary and concurrent jurisdiction in certain areas of the City. These agencies include the Prince George's County Police Department which has primary jurisdiction city-wide; the Maryland State Police, which patrols the interstate and state highways; the University of Maryland Department of Public Safety, with primary jurisdiction on University property and concurrent jurisdiction and patrols in Old Town, Calvert Hills, Lord Calvert Manor, Lakeland, Berwyn and Crystal Springs; the WMATA/Metro Transit Police, which patrols the two Metro stations, parking lots, and bus stops; and the M-NCPPC Park Police which patrols M-NCPPC property in the City including the College Park Airport and Lake Artemesia.

The cost of the City's administrative staff supporting this program are also included in Program #2010 and #2012 in order to qualify for partial reimbursement under State Aid for Police Protection Grant from the Governor's Office of Crime Control and Prevention. Two full-time contract police officers are included in the Personnel counts below. Part-time officers are included as FTE.

SIGNIFICANT ACCOMPLISHMENTS:

- Focused enforcement on loud vehicles, and other traffic violations
- Scheduled Contract Police Officer presence for public meetings at new City Hall

BUDGET HIGHLIGHTS:

- Salaries and wages increase due to a proposed hourly rate increase of \$3/hour.
- There are no other significant changes in the operations of this program.

PERSONNEL:

Authorized Position	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Police Officer Supervisor (contract)	0.5	0.5	0.5	0.5
Police Officer - Part-time (contract)	12.5	12.5	12.5	12.5
Total Personnel*	13	13	13	13

*Excludes two full-time officers from Prince George's County included in Operating Costs under Police Services Contract.

SUMMARY OF EXPENDITURES:

Type	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Salaries & Wages	\$1,018,845	\$ 979,253	\$ 972,412	\$1,029,013
Benefits	168,368	133,853	122,029	115,131
Other Operating Costs	402,215	285,722	369,853	363,853
Capital	-	-	-	-
Total Expenditures	\$1,589,428	\$1,398,828	\$1,464,294	\$1,507,997

OTHER OPERATING COSTS:**-520.12-10 Non-Training Travel****\$45,000**

Mileage reimbursement to Prince George's County Police Department for vehicles used by part time and full time police officers.

-520.34-34 Police Services Contract**\$300,000**

Contract with Prince George's County for two-full-time police officers, including wages, benefits, vehicles, uniforms and liability insurance. The contract is billed semi-annually.

520.50-10 Liability Insurance**\$21,203**

Liability insurance for part-time contractual police officers on City payroll.

KEY PERFORMANCE MEASURES**PUBLIC SERVICES - CONTRACT POLICE:**

Goal: Measure	FY2020		FY2021		FY2022
	Target	Actual	Target	Estimate	Target
Maintaining public safety and reducing crime					
Number of community meetings/events attended by contract officers	10	14	15	27	20
<i>Note: Community meetings include National Night Out; Coffee Club; College Park Woods Picnic; Mom's; and Civic associations meetings</i>					

CONTRACT POLICE

Acct. Code		FY 2020	FY 2021	FY 2022		FY 2023	Change in Budget	
		ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	PROPOSED BUDGET	FY 22 to FY 23	
							\$	%
-2030								
	<u>Salaries & Wages</u>							
-520.10-02	Hourly	\$ 1,012,889	\$ 972,593	\$ 972,412	\$ 925,000	\$ 1,029,013	\$ 56,601	5.82%
-520.10-03	Overtime	5,956	6,660	-	3,000	-	-	0.0%
	Total Salaries & Wages	1,018,845	979,253	972,412	928,000	1,029,013	56,601	5.8%
	<u>Benefits</u>							
-520.11-10	FICA	78,012	74,953	74,389	70,992	78,719	4,330	5.82%
-520.11-21	Workers Compensation	90,356	58,900	47,640	47,000	36,412	(11,228)	-23.6%
	Total Benefits	168,368	133,853	122,029	117,992	115,131	(6,898)	-5.7%
	<u>Other Operating Costs</u>							
-520.12-10	Non Training Travel	44,783	40,201	45,000	43,000	45,000	-	0.0%
-520.34-34	Police Services Contract	338,232	224,622	300,000	275,000	300,000	-	0.0%
-520.36-10	Printing	2,441	936	2,000	1,500	2,000	-	0.0%
-520.36-45	DCPMA Reimbursement	(6,000)	-	-	-	(6,000)	(6,000)	-100.0%
-520.40-21	Bicycle Equipment maintenance	145	-	150	150	150	-	0.0%
-520.50-10	Liability Insurance	22,417	19,275	21,203	28,273	21,203	-	0.0%
-520.60-10	General Supplies	52	279	1,000	250	1,000	-	0.0%
-520.61-10	Office Supplies	145	409	500	250	500	-	0.0%
	Total Other Operating Costs	402,215	285,722	369,853	348,423	363,853	(6,000)	-1.6%
	Total Contract Police	\$ 1,589,428	\$ 1,398,828	\$ 1,464,294	\$ 1,394,415	\$ 1,507,997	\$ 43,703	3.0%

PLANNING & COMMUNITY DEVELOPMENT - SUMMARY



The Department includes a program (3010) for administration and oversight of the entire department and two programs for operations: Community Development (3011) and Planning and Zoning (3012).

Further detail on those programs, including their significant accomplishments and budget highlights, are included with their detailed budgets, following this summary.

PERSONNEL:

The following is a summary of the total staffing in the Planning & Community Development Department. The allocation of personnel is included with each division's budget following this summary.

Authorized Position	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Full-time:				
Planning Director	1	1	1	1
Senior Planner	1	1	1	1
Community Development Planner	1	1	1	1
Executive Assistant	1	1	1	1
Total Full-time staff	4	4	4	4
Part-time:				
Planning Intern	0.8	0.8	0.8	0.8
Total Personnel	4.8	4.8	4.8	4.8

SUMMARY OF EXPENDITURES:

Function	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Administration	\$111,220	\$112,103	\$155,036	\$204,542
Community Development	159,715	206,702	224,126	349,317
Planning & Zoning	240,578	236,456	249,376	264,070
Total Expenditures	\$511,513	\$555,261	\$628,538	\$817,929

ADMINISTRATION

PROGRAM #3010



This program provides management, oversight and general administrative services to the entire Planning & Community Development Department.

SIGNIFICANT ACCOMPLISHMENTS:

-

BUDGET HIGHLIGHTS:

- No significant changes in the operating costs are expected.

PERSONNEL:

Authorized Position	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Planning Director	0.4	0.4	0.4	0.4
Executive Assistant	0.5	0.5	0.5	0.5
Planning Intern (part-time)	0.8	0.8	0.8	0.8
Total Personnel	1.7	1.7	1.7	1.7

SUMMARY OF EXPENDITURES:

Type	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Salaries & Wages	\$ 79,797	\$ 86,215	\$121,065	\$158,791
Benefits	13,060	20,396	26,161	32,891
Other Operating Costs	18,363	5,492	7,810	12,860
Capital	-	-	-	-
Total Expenditures	\$111,220	\$112,103	\$155,036	\$204,542

OTHER OPERATING COSTS:**-530.12-11 Travel and Training****\$7,000**

American Planning Association national conference
 American Planning Assoc. - MD-DE regional conference
 American Institute of Certified Planners audio & web conferences
 Sustainability Conference

-530.67-10 Dues**\$2,500**

Dues for a variety of memberships in planning related organizations including the American Planning Association, American Institute of Certified Planners, Urban Land Institute, Planning Advisory Service, Congress for New Urbanism and American Pedestrian & Bicycle Association (APBA).

KEY PERFORMANCE MEASURES**PLANNING, COMMUNITY & ECONOMIC DEVELOPMENT - ADMINISTRATION:**

Goal: Measure	FY2020		FY2021		FY2022
	Target	Actual	Target	Estimate	Target
Excellent Services					
Number of hours/employee of professional development training	12	15+	12	12	12
Effective fiscal management					
% of department wide budget spent	< 100%	79.8%	< 100%	98%	< 100%

PLANNING ADMINISTRATION

Acct. Code		FY 2020	FY 2021	FY 2022		FY 2023	Change in Budget	
		ACTUAL	ACTUAL	ADJUSTED	Estimated	PROPOSED	FY 22 to FY 23	
				BUDGET	FY Total		BUDGET	\$
-3010								
	<u>Salaries & Wages</u>							
-530.10-01	Salary/Hourly	\$ 79,797	\$ 49,381	\$ 65,852	\$ 64,139	\$ 68,157	\$ 2,305	3.5%
-530.10-02	Hourly		36,834	55,213	59,980	90,634	35,421	64.2%
	Total Salaries & Wages	79,797	86,215	121,065	124,119	158,791	37,726	31.2%
	<u>Benefits</u>							
-530.11-10	FICA	5,735	6,745	8,590	9,495	11,432	2,842	33.1%
-530.11-12	Health Insurance	2,409	6,343	8,193	6,396	8,850	657	8.0%
-530.11-13	Dental Insurance	151	251	316	276	317	1	0.3%
-530.11-14	Life Insurance	97	142	147	118	124	(23)	-15.6%
-530.11-15	Vision Insurance	40	66	80	72	80	-	0.0%
-530.11-17	457 City Match Contribution	920	1,480	1,773	1,632	1,773	-	0.0%
-530.11-21	Workers Compensation	164	247	533	708	1,358	825	154.8%
-530.11-22	Long-term Disability Insurance	223	363	411	326	426	15	3.6%
-530.11-25	MSRP Retirement	3,321	4,759	6,118	5,378	8,531	2,413	39.4%
	Total Benefits	13,060	20,396	26,161	24,401	32,891	6,730	25.7%
	<u>Other Operating Costs</u>							
-530.12-10	Non Training Travel - mileage reimb.	430	130	250	30	300	50	20.0%
-530.12-11	Travel & Training	2,081	1,380	2,000	1,000	7,000	5,000	250.0%
-530.36-10	Printing	81	59	300	80	300	-	0.0%
-530.36-40	Files Management	11,310	-	-	-	-	-	-
-530.61-10	Office Supplies	810	690	1,200	1,200	1,200	-	0.0%
-530.62-10	Postage	200	101	200	100	200	-	0.0%
-530.66-12	Cellular Phone	720	720	360	720	360	-	0.0%
-530.67-10	Dues	1,568	1,806	2,500	1,900	2,500	-	0.0%
-530.67-20	Publications & Books	1,163	606	1,000	800	1,000	-	0.0%
	Total Other Operating Costs	18,363	5,492	7,810	5,830	12,860	5,050	64.7%
	Total Planning Administration	\$ 111,220	\$ 112,103	\$ 155,036	\$ 154,350	\$ 204,542	\$ 49,506	31.9%

COMMUNITY DEVELOPMENT

PROGRAM #3011



Primary activities in this program include applying for and administering the funding from a number of local, state and federal sources in order to improve the quality of life in the City. The program also initiates special projects to enhance the City as a place to live, work and visit.

Specific tasks of this program include implementation of projects in the City's capital improvement program; preparation and administration of grant and loan applications for variety of programs such as Community Development Block Grant, Community Legacy, Maryland Heritage Areas Authority and Program Open Space; providing information for county and state programs; and other assistance to residents and community groups.

SIGNIFICANT ACCOMPLISHMENTS:

- Awarded 5 homeownership grants under the New Neighbors Program.
- Awarded 5 chain-link fence removal grants.
- Negotiated a new 3-year contract with VeoRide for micro-mobility share.
- Obtained a Maryland Bikeways grant to provide additional bike racks and micromobility parking hubs.
- Started construction on the Hollywood Commercial District Streetscape project.
- Worked with consultant on finalizing design plans for Duvall Field Park improvements including community meetings.
- Worked with consultant on finalizing design plans for the Hollywood Road sidewalk project including community meetings.
- Submitted Program Open Space applications for the acquisition of 5100 Roanoke Place and development of the Hollywood Wellness Trail.
- Obtained a grant from the Maryland Heritage Areas Association (MHAA) for a Lakeland Augmented Reality Tour and submitted a follow-on grant application to complete the project.
- Concluded negotiations for the transfer of ownership of Rhode Island Avenue from the County to the City.

BUDGET HIGHLIGHTS:

- There are no significant changes in the department's operations.
- Budget increases are due to additional funding for existing programs.

PERSONNEL:

Authorized Position	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Planning Director	0.2	0.2	0.2	0.2
Community Development Planner	1	1	1	1
Executive Assistant	0.1	0.1	0.1	0.1
Total Personnel	1.3	1.3	1.3	1.3

SUMMARY OF EXPENDITURES:

Type	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Salaries & Wages	\$100,754	\$109,607	\$112,831	\$106,342
Benefits	22,375	24,420	26,295	27,975
Other Operating Costs	36,586	72,675	85,000	215,000
Capital	-	-	-	-
Total Expenditures	\$159,715	\$206,702	\$224,126	\$349,317

EXPLANATION/DETAIL FOR CERTAIN LINE ITEMS

OTHER OPERATING COSTS:

-530.25-55 Chain-link Fence Removal Incentive Grant **\$15,000**

Provides funding for homeowners to remove existing chain-link fencing in the front yard and replace it with a different material.

-530.25-57 City Homeownership Grant Program **\$75,000**

\$5,000 grants for down payments or settlement costs for qualified applicants purchasing a home for occupancy.

-530.30-15 Consulting **\$50,000**

Provides for a variety of consulting services to further strategic plan activities, projects and grant applications including real estate advisory services for potential acquisition and development projects.

-530.36-35 Matching Funds **\$75,000**

Funding for any matching requirements of grant applications.

KEY PERFORMANCE MEASURES

COMMUNITY DEVELOPMENT:

Goal: Measure	FY2020		FY2021		FY2021 Target
	Target	Actual	Target	Estimate	
High quality development and reinvestment					
Number of grant applications submitted	10	8	8	8	8
Amount of grant funds awarded	\$350,000	369893	\$350,000	\$350,000	\$350,000
Number/ \$ amount of homeownership grants awarded	10/\$50,000	9/\$45,000	10/\$50,000	10/\$50,000	10/\$50,000
Number/ \$ value of new construction starts	5/\$65 mil.	3/\$166 mil.	5/\$100 mil.	6/\$300 mil.	3/\$100 mil.
Number of community projects in design/ construction	5	9	5	5	5

COMMUNITY DEVELOPMENT

Acct. Code		FY 2020	FY 2021	FY 2022		FY 2023	Change in Budget	
		ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	PROPOSED BUDGET	FY 22 to FY 23	
							\$	%
-3011								
	<u>Salaries & Wages</u>							
-530.10-01	Salary/Hourly	\$ 100,754	\$ 100,762	\$ 103,752	\$ 98,869	\$ 96,916	\$ (6,836)	-6.6%
-530.10-02	Hourly		8,845	9,079	9,901	9,426	347	3.8%
	Total Salaries & Wages	100,754	109,607	112,831	108,770	106,342	(6,489)	-5.8%
	<u>Benefits</u>							
-530.11-10	FICA	7,368	8,180	8,463	8,321	7,292	(1,171)	-13.8%
-530.11-12	Health Insurance	5,161	4,558	6,113	5,538	9,189	3,076	50.3%
-530.11-13	Dental Insurance	420	531	557	388	557	-	0.0%
-530.11-14	Life Insurance	203	218	212	200	219	7	3.3%
-530.11-15	Vision Insurance	115	147	147	106	147	-	0.0%
-530.11-17	457 City Match Contribution	788	1,358	1,512	1,361	730	(782)	-51.7%
-530.11-21	Workers Compensation	2,831	3,197	2,668	2,333	1,811	(857)	-32.1%
-530.11-22	Long-term Disability Insurance	214	390	417	202	161	(256)	-61.4%
-530.11-25	MSRP Retirement	5,276	5,841	6,206	5,257	7,869	1,663	26.8%
	Total Benefits	22,375	24,420	26,295	23,706	27,975	1,680	6.4%
	<u>Other Operating Costs</u>							
-530.25-55	Chain-link Removal Incentive Grant	7,226	12,589	25,000	12,000	15,000	(10,000)	-40.0%
-530.25-57	City Homeowners Grant Program	25,000	35,000	50,000	35,000	75,000	25,000	50.0%
-530.30-15	Consulting	2,382	5,060	10,000	2,500	50,000	40,000	400.0%
-530.30-16	Appraisals	5,400	22,900	In CIP-Prop. Acquisition			-	100.0%
-530.36-10	2020 Census costs (marketing, print.,postag	(6,042)	(2,939)	-	-	-	-	0.0%
-530.36-35	Matching Funds for grants	2,620	65	-	-	75,000	75,000	100.0%
	Total Other Operating Costs	36,586	72,675	85,000	49,500	215,000	130,000	152.9%
	Total Community Development	\$ 159,715	\$ 206,702	\$ 224,126	\$ 181,976	\$ 349,317	\$ 125,191	55.9%

PLANNING & ZONING

PROGRAM #3012



This program includes review of zoning and subdivision applications referred for comment by the M-NCPPC; and zoning appeals, departures and certification of nonconforming use applications filed directly with the City.

Planning & Zoning involves the preparation of local plans authorized by the Mayor and Council and collaboration of planning efforts with Prince George's County, M-NCPPC, the University of Maryland, the Metropolitan Washington Council of Governments, CP-CUP, MDOT and WMATA.

This program also assists the Advisory Planning Commission (APC) in the execution of its duties. The APC is a 7-member commission tasked with holding public hearings on zoning applications and appeals from various City codes.

SIGNIFICANT ACCOMPLISHMENTS:

- Reviewed and prepared staff recommendations on 2 Subdivision applications and 3 Detailed Site Plans.
- Obtained a Planning Assistance to Municipalities and Communities Program (PAMC) grant from M-NCPPC and worked with the Senior's Committee and consultants to prepare an Age-Friendly Action Plan under AARP.
- Obtained a Transportation Land/Use Connections (TLC) grant for a Discovery District Multi-Use Transit Access trail.
- Prepared staff reports and held public hearings on 7 variance applications (APC).
- Participated in meetings for the Adelphi Road/Purple Line Sector Plan, the update of the County Master Plan of Transportation, the Prince George's Climate Action Plan, the Greenbelt Road Streetscape Improvements Plan and the CPCUP Community Land Trust.
- Reviewed release of 2020 Census data and attended a workshop on Complete Count Question Resolution to determine whether to file a challenge.
- Issued a Request for Proposals for a College Park Public Art Plan.
- Drafted a Request for Proposals for a Lakeland Neighborhood Revitalization Plan.

BUDGET HIGHLIGHTS:

- There are no significant changes expected in the operations of this department.

PERSONNEL:

Authorized Position	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Planning Director	0.4	0.4	0.4	0.4
Senior Planner	1	1	1	1
Executive Assistant	0.4	0.4	0.4	0.4
Total Personnel	1.8	1.8	1.8	1.8

SUMMARY OF EXPENDITURES:

Type	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Salaries & Wages	\$194,529	\$192,934	\$205,876	\$214,139
Benefits	39,886	40,338	40,700	44,081
Other Operating Costs	6,163	3,184	2,800	5,850
Capital	-	-	-	-
Total Expenditures	\$240,578	\$236,456	\$249,376	\$264,070

*EXPLANATION/DETAIL FOR CERTAIN LINE ITEMS***OTHER OPERATING COSTS:**

-530.30-65 Interpreter Services **\$500**

For APC meetings.

-530.32-24 Legal Services **\$5,000**

Legal advice/consultation to the APC.

KEY PERFORMANCE MEASURES**PLANNING & ZONING:**

Goal: Measure	FY2020		FY2021		FY2022
	Target	Actual	Target	Estimate	Target
Recruit and select best possible candidates					
Number of staff reports presented to Mayor & Council for development applications	10	20	10	10	10
Number of public hearings held by the APC	10	16	10	12	10

PLANNING AND ZONING

Acct. Code		FY 2020	FY 2021	FY 2022		FY 2023	Change in Budget	
		ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	PROPOSED BUDGET	FY 22 to FY 23	
							\$	%
-3012								
	<u>Salaries & Wages</u>							
-530.10-01	Salary/Hourly	\$ 192,549	\$ 155,457	\$ 162,841	\$ 160,364	\$ 169,717	6,876	4.2%
-530.10-02	Hourly		35,377	36,315	36,309	37,702	1,387	3.8%
-530.10-06	Stipend - APC	1,980	2,100	6,720	2,640	6,720	-	0.0%
	Total Salaries & Wages	194,529	192,934	205,876	199,313	214,139	8,263	4.0%
	<u>Benefits</u>							
-530.11-10	FICA	13,620	14,384	15,249	15,247	15,837	588	3.9%
-530.11-12	Health Insurance	9,649	8,395	7,693	7,060	6,756	(937)	-12.2%
-530.11-13	Dental Insurance	301	301	316	300	317	1	0.3%
-530.11-14	Life Insurance	292	292	293	290	271	(22)	-7.5%
-530.11-15	Vision Insurance	79	79	80	80	80	-	0.0%
-530.11-17	457 City Match Contribution	1,544	1,664	1,669	1,664	1,669	-	0.0%
-530.11-21	Workers Compensation	4,116	4,381	3,710	3,625	3,035	(675)	-18.2%
-530.11-22	Long-term Disability Insurance	648	678	736	637	767	31	4.2%
-530.11-25	MSRP Retirement	9,637	10,164	10,954	10,541	15,349	4,395	40.1%
	Total Benefits	39,886	40,338	40,700	39,444	44,081	3,381	8.3%
	<u>Other Operating Costs</u>							
-530.30-65	Interpreter Services			500	-	500	-	0.0%
-530.32-24	Legal services - Adv. Planning Comm.	5,913	3,184	2,000	2,000	5,000	3,000	150.0%
-530.60-10	General Supplies	-	-	50	-	100	50	100.0%
-530.67-10	Dues	250	-	250	250	250	-	0.0%
	Total Other Operating Costs	6,163	3,184	2,800	2,250	5,850	3,050	108.9%
	Total Planning and Zoning	\$ 240,578	\$ 236,456	\$ 249,376	\$ 241,007	\$ 264,070	\$ 14,694	5.9%

YOUTH, FAMILY & SENIOR SERVICES - SUMMARY



The Youth, Family and Senior Services Department provides community outreach as well as family counseling to youth and families with the goal of enhancing family functioning (youth and family) and case management for vulnerable seniors as well as advocacy and navigation assistance with government entitlement programs, emotional support, social engagement opportunities and limited transportation services. These City senior services are provided to support seniors' self-determination and autonomy.

The budget for the department is separated into programs for administration, clinical services (for youth and family) and senior services. Further detail on these programs, including their significant accomplishments and budget highlights, are included within each program's budget, following the summary below.

PERSONNEL:

The following is a summary of the total Department staffing. Individual program personnel allocation is also included with each program's budget.

Authorized Position	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Director of Youth, Family & Senior Services	1	1	1	1
Executive Assistant	1	1	1	1
Clinical Supervisor	1	1	1	1
Family Therapist	2.89	2.89	2.89	2.89
Seniors Program Manager	1	1	1	1
Seniors Program Caseworker	1	1.5	1.5	1.5
Seniors Social Coordinator	.63	.63	.63	.63
Outreach Coordinator	0.75	0.75	0.75	0.75
Office Assistant	1.03	1.03	1.03	1.03
Group Co-Facilitator	0.22	0.22	0.22	0.22
Bus Driver	1.9	1.9	1.9	1.9
Total Personnel	12.42	12.92	12.92	12.92

SUMMARY OF EXPENDITURES:

Function	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Administration	\$ 323,909	\$ 296,417	\$ 380,225	\$ 414,760
Clinical Services	390,303	385,793	409,768	460,642
Seniors Program	506,066	456,212	557,330	554,084
Total Expenditures	\$1,220,278	\$1,138,422	\$1,347,324	\$1,429,486

ADMINISTRATION

PROGRAM #4010



The Administration program provides oversight, management and general administration of the Youth, Family and Senior Services programs.

Specific responsibilities also include: co-administering the Lakeland STARs tutoring/mentoring program; bi-annual meetings with local principals; the annual Halloween Thing and Spring Egg Hunt; MML-sponsored "If I Were Mayor" essay contest; providing staff support for the City's Education Advisory Committee and the City's Senior Committee and participating in family-related issues at the county and state level. This program is also charged with advising the Mayor and Council on family and senior-related issues.

SIGNIFICANT ACCOMPLISHMENTS:

- Facilitated the 25th year of the Lakeland STARs tutoring/mentoring program along with University of Maryland College Park Scholars program for Paint Branch Elementary students. 45 Paint Branch students, the majority of whom are Lakeland and College Park residents, participated in the program.
- Coordinated the pick-up and distribution of turkey baskets for 20 families for Thanksgiving from Friends Community School
- Coordinated the pick-up and distribution of 40 chicken baskets for families for the holiday season from Prince George's County Sheriff's Dept.
- Coordinated 15 families to be "adopted" for the December holiday season by local supporters; assisted University of Maryland Terp Toy Drive in its 25th year of distribution of holiday gifts to children.
- Provided staff support for City's Education Advisory Committee (EAC) and Senior Advisory Committee (SAC)
 - Supported City public education grants to 10 neighborhood public schools
 - Supported AARP Livable Communities Initiative
- Administrated and supported a nutrition program for families, utilizing state funding, in collaboration with the University of Maryland Food and Nutrition Extension Program. This program educates families (parents and children) on preparing healthy food at a low cost. 50 parents and 100 children were served.
- Supported City's racial equity initiatives including participation in Government Alliance on Race and Equity (GARE) cohort and Mayoral Institute of City Design (MICD) Just City Fellowship
-

BUDGET HIGHLIGHTS:

- No significant changes in program operations.

PERSONNEL:

Authorized Position	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Director of Youth, Family & Senior Services	0.5	0.5	0.5	0.5
Executive Assistant	0.75	0.75	0.75	0.75
Outreach Coordinator	0.75	0.75	0.75	0.75
Office Assistant	0.4	0.4	0.4	0.4
Bus Driver	0.08	0.08	0.08	0.08
Total Personnel	2.48	2.48	2.48	2.48

SUMMARY OF EXPENDITURES:

Type	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Salaries & Wages	\$218,907	\$210,766	\$236,479	\$260,129
Benefits	62,179	62,672	61,106	65,541
Other Operating Costs	42,823	22,979	81,640	88,090
Capital	-	-	1,000	1,000
Total Expenditures	\$323,909	\$296,417	\$380,225	\$414,760

*EXPLANATION/DETAIL FOR CERTAIN LINE ITEMS***OTHER OPERATING COSTS:****-540.12-11 Travel and Training \$2,700**

Maryland Municipal League convention; other seminars and workshops.

-540.30-13 Lakeland STARS Program \$9,000

Costs associated with the Lakeland STARS program including contract staff.

-540.30-13 Consulting (Programs) \$13,000

Includes \$2,000 for strategic planning; \$3,500 for a bilingual therapist; and \$7,500 for a therapist twice a month for the Hispanic Parent Support Group.

-540.34-37 M-NCPPC Contract \$13,000

Youth Center, payment for additional coverage by M-NCPPC staff.

-540.38-66 Project Wellness Support \$4,500

Includes cost of facilitators, printing of material and meeting refreshments.

-540.42-10 Cleaning Service/Building \$10,000

Window cleaning; cleaning of ceiling fans and exposed high ceiling duct work; cleaning of mats, 3 times/year; tile and carpet cleaning 6 times/year, plus six additional tile cleanings in rec room.

-540.60-10 General Supplies \$5,000

Special event materials, photo finishing, presentation materials, promotional items, Lakeland STARS supplies.

-540.67-19 Dues \$2,000

MD Assoc. of Youth Services Bureaus (\$1,500); MD Assoc. of Non-Profits (\$350); Non-profit Prince George's (\$150).

KEY PERFORMANCE MEASURES

YOUTH, FAMILY & SENIOR SERVICES - ADMINISTRATION:

Goal: Measure	FY2020		FY2021		FY2022
	Target	Actual	Target	Estimate	Target
Excellent Services					
% of families receiving services categorized as low to moderate income (less than \$68,000 for a family of 4)	>51%	81%	>51%	75%	>51%
Effective fiscal management					
% of department wide budget spent	< 100%	97.4%	< 100%	99%	< 100%

YOUTH, FAMILY AND SENIOR SERVICES ADMINISTRATION

Acct. Code		FY 2020	FY 2021	FY 2022		FY 2023	Change in Budget	
		ACTUAL	ACTUAL	ADJUSTED	Estimated	PROPOSED	FY 22 to FY 23	
				BUDGET	FY Total		BUDGET	\$
-4010								
	<u>Salaries & Wages</u>							
-540.10-01	Salary/Hourly	\$ 216,862	\$ 102,538	\$ 105,970	\$ 108,890	\$ 126,755	\$ 20,785	19.6%
-540.10-02	Hourly		108,228	129,509	119,825	132,374	2,865	2.2%
-540.10-03	Overtime	2,045	-	1,000	500	1,000	-	0.0%
	Total Salaries & Wages	218,907	210,766	236,479	229,216	260,129	23,650	10.0%
	<u>Benefits</u>							
-540.11-10	FICA	17,448	15,368	17,458	16,872	19,134	1,676	9.6%
-540.11-12	Health Insurance	22,903	25,438	21,859	22,323	19,189	(2,670)	-12.2%
-540.11-13	Dental Insurance	1,014	1,012	1,041	1,030	1,059	18	1.7%
-540.11-14	Life Insurance	432	284	285	257	285	-	0.0%
-540.11-15	Vision Insurance	213	207	208	207	208	-	0.0%
-540.11-17	457 City Match Contribution	1,132	1,625	1,629	1,636	1,629	-	0.0%
-540.11-21	Workers Compensation	8,151	7,044	6,032	6,033	5,284	(748)	-12.4%
-540.11-22	Long-term Disability Insurance	360	567	603	550	692	89	14.8%
-540.11-25	MSRP Retirement	10,526	11,127	11,991	11,897	18,061	6,070	50.6%
	Total Benefits	62,179	62,672	61,106	60,805	65,541	4,435	7.3%
	<u>Other Operating Costs</u>							
-540.12-10	Non Training Travel - mileage reimb.	18	-	1,000	-	500	(500)	-50.0%
-540.12-11	Travel & Training	988	328	1,350	1,000	2,700	1,350	100.0%
-540.30-13	Lakeland STARS program support	5,361	5,966	9,000	5,000	9,000	-	0.0%
-540.30-15	Consulting (Programs)	-	5,085	13,000	5,000	13,000	-	0.0%
-540.30-39	Translation		40			700	700	100.0%
-540.34-37	M-NCPPC Contract-Youth Center	13,000	-	13,000	13,000	13,000	-	0.0%
-540.34-72	Building Coverage-after hours mtgs.	1,080	-	1,500	500	1,500	-	0.0%
	Seniors Committee					4,000	4,000	100.0%
	Education Advisory Committee (EAC)	2,112	-	3,100	1,000	3,100	-	0.0%
-540.36-10	Printing	-	-	1,000	-	1,000	-	0.0%
-540.38-66	Project Wellness support	2,800	1,183	4,500	1,000	4,500	-	0.0%
-540.40-10	Office equipment repairs & maint.			500	-	500	-	0.0%
-540.42-10	Building cleaning			10,000	2,000	10,000	-	0.0%
-540.45-10	Software support - records scan	3,025	-	5,000	-	5,000	-	0.0%
-540.47-10	Clothing & Uniforms	132	-	400	250	400	-	0.0%
-540.48-20	Copier lease	3,997	3,262	3,450	3,445	3,450	-	0.0%
-540.52-10	Awards & Gifts-Lakeland STARS		386	600	400	600	-	0.0%
-540.60-10	General Supplies	4,256	2,896	5,000	5,000	5,000	-	0.0%
-540.60-11	Meeting Refreshments	631	-	1,000	250	1,000	-	0.0%
-540.61-10	Office Supplies	1,276	1,719	2,400	1,000	2,400	-	0.0%
-540.62-10	Postage	60	-	600	100	600	-	0.0%
-540.66-12	Cellular Phone	609	598	1,440	700	1,440	-	0.0%
-540.67-10	Dues	1,655	1,250	2,000	1,250	2,000	-	0.0%
-540.67-20	Publications & Books	28	194	300	1,209	1,200	900	300.0%
-540.69-10	Miscellaneous	1,795	72	1,500	750	1,500	-	0.0%
	Total Other Operating Costs	42,823	22,979	81,640	42,854	88,090	6,450	7.9%
	<u>Capital Outlay</u>							
-540.93-20	Office Furniture & AV equipment	-	-	1,000	-	1,000		0.0%
	Total Youth & Family Admin	\$ 323,909	\$ 296,417	\$ 380,225	\$ 332,875	\$ 414,760	\$ 34,535	9.1%

CLINICAL SERVICES

PROGRAM #4011



The clinical services' program mission is to serve families through quality culturally-responsive clinical services and community-based programs that strengthen children's well-being and family relationships.

These early intervention/prevention clinical services are recognized for their expertise by the community, families who have previously received services, local school staff and community-serving professionals. The program is considered a premier site for second-year master's level mental health interns and is located in a state-of-the-art facility.

SIGNIFICANT ACCOMPLISHMENTS:

- Continuing success in providing around 100 youth and their families quality counseling services addressing issues such as trauma, behavior, pre-delinquent and delinquent behaviors, grief and loss, child abuse, suicidality, school behavior programs, suspension/expulsion, anxiety and even more specifically anxiety/depression related to COVID-19
- Consistently, more than 85% of youth completing treatment and assessed through the Child Adolescent Functional Assessment Scale (CAFAS) showed improvement in functioning.
- Administration and support of both tele-therapy and in person services providing continuity of counseling services to families during the COVID-19 pandemic.
- Led and supported the College Park Hispanic Parent Support Group, now in its 15th year (currently in a virtual group format)
 - Provided onsite support and skill building in local schools
 - Career Day representation
 - Children's Mental Health Awareness week participation
 - Staff social/emotional support
 - Groups to enhance youth social skills, address grief and loss and/or problematic behaviors.
- Provided comprehensive clinical training program to second-year masters level mental health interns.
- Prepared and distributed play therapy kits for client families with limited resources to be able to continue with tele-play therapy services.
- Prepared and distributed summer mental health kits for all client families
- Planned City event/communication for Mental Health Awareness Month in May

BUDGET HIGHLIGHTS:

- No significant changes are expected in the operations of this program.

PERSONNEL:

Authorized Position	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Director of Youth, Family & Senior Services	0.3	0.3	0.3	0.3
Executive Assistant	0.25	0.25	0.25	0.25
Clinical Supervisor	1	1	1	1
Family Therapist	2.89	2.89	2.89	2.89
Group Co-Facilitator	0.22	0.22	0.22	0.22
Total Personnel	4.66	4.66	4.66	4.66

SUMMARY OF EXPENDITURES:

Type	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Salaries & Wages	\$299,762	\$297,195	\$312,258	\$350,645
Benefits	74,140	75,149	72,290	79,377
Other Operating Costs	16,401	13,449	25,220	30,620
Capital	-	-	-	-
Total Expenditures	\$390,303	\$385,793	\$409,768	\$460,642

EXPLANATION/DETAIL FOR CERTAIN LINE ITEMS

OTHER OPERATING COSTS:

-540.12-11 Travel and Training **\$9,100**

Play Therapy conference; National Institute for Relationship Enhancement; Trauma training rotation; Other clinical training (Suicide awareness/prevention, LGBTQ issues/awareness, Anxiety, Depression, Grief & Loss).

-540.30-15 Consulting **\$9,360**

Clinical consultation, estimated at \$130/hour for 72 hours (2 hours/week for 36 weeks) .

-540.50-10 Liability Insurance **\$1,560**

Masters of Social Work professional insurance/American Counseling Association professional insurance supplements the City's insurance portfolio.

-540.60-10 General Supplies **\$2,500**

Supplies for playroom, recreation room and children's waiting area.

-540.67-19 Dues **\$1,800**

Theraplay Institute; Maryland Board of Professional Counselors; Maryland Board of Social Work Examiners; Association of Play Therapy.

KEY PERFORMANCE MEASURES

CLINICAL SERVICES:

Goal: Measure	FY2020		FY2021		FY2022
	Target	Actual	Target	Estimate	Target
Strengthen youth/family functioning through clinical interventions					
Number of youth in groups and families served in clinical interventions	> 75	156	> 75	125	> 75
% of participants rating services as helpful (based on exit surveys)	90%	100%	90%	100%	90%

CLINICAL SERVICES

Acct. Code		FY 2020	FY 2021	FY 2022		FY 2023	Change in Budget	
				ADJUSTED	Estimated	PROPOSED	FY 22 to FY 23	
		ACTUAL	ACTUAL	BUDGET	FY Total	BUDGET	\$	%
-4011								
	<u>Salaries & Wages</u>							
-540.10-01	Salary/Hourly	\$ 299,762	\$ 267,165	\$ 280,425	\$ 277,500	\$ 317,522	\$ 37,097	13.2%
-540.10-02	Hourly		30,030	31,833	26,407	33,123	1,290	4.1%
	Total Salaries & Wages	299,762	297,195	312,258	303,908	350,645	38,387	12.3%
	<u>Benefits</u>							
-540.11-10	FICA	22,069	22,154	23,349	23,249	26,245	2,896	12.4%
-540.11-12	Health Insurance	19,003	19,049	15,819	16,052	14,040	(1,779)	-11.2%
-540.11-13	Dental Insurance	1,039	1,040	1,051	1,060	1,074	23	2.2%
-540.11-14	Life Insurance	40	40	41	37	41	-	0.0%
-540.11-15	Vision Insurance	451	451	452	452	452	-	0.0%
-540.11-17	457 City Match Contribution	3,835	3,835	3,846	3,862	3,846	-	0.0%
-540.11-18	401A Retirement	3,960	4,226	4,554	4,538	4,728	174	3.8%
-540.11-21	Workers Compensation	12,646	12,628	10,489	10,294	9,269	(1,220)	-11.6%
-540.11-22	Long-term Disability Insurance	62	65	70	61	75	5	7.1%
-540.11-25	MSRP Retirement	11,035	11,661	12,619	12,266	19,607	6,988	55.4%
	Total Benefits	74,140	75,149	72,290	71,871	79,377	7,087	9.8%
	<u>Other Operating Costs</u>							
-540.12-10	Non Training Travel	146	-	200	-	200	-	0.0%
-540.12-11	Travel & Training	5,759	5,379	5,000	3,500	9,100	4,100	82.0%
-540.30-15	Consulting	4,580	4,050	9,360	6,000	9,360	-	0.0%
-540.38-35	Student Events	-	-	500	200	500	-	0.0%
-540.40-40	Audio-Visual Equipment Service	-	-	1,000	-	1,000	-	0.0%
-540.50-10	Liability Insurance	123	-	1,560	-	1,560	-	0.0%
-540.60-10	General Supplies	2,311	1,926	2,500	2,000	2,500	-	0.0%
-540.60-11	Meeting Refreshments	2,013	64	3,000	200	3,000	-	0.0%
-540.61-10	Office Supplies	60	708	-	-	500	500	100.0%
-540.67-10	Dues	320	502	1,000	800	1,800	800	80.0%
-540.67-20	Publications & Books	1,049	820	1,000	750	1,000	-	0.0%
-540.69-10	Miscellaneous	40	-	100	-	100	-	0.0%
	Total Other Operating Costs	16,401	13,449	25,220	13,450	30,620	5,400	21.4%
	Total Clinical Services	\$ 390,303	\$ 385,793	\$ 409,768	\$ 389,228	\$ 460,642	\$ 50,874	12.4%

SENIORS PROGRAM

PROGRAM #4012



The Seniors Program's mission is to support self-determination, reduce isolation and promote a sense of belonging and purpose for City seniors 62 and above. The program collaborates with seniors in providing individualized support, serves as liaison with other community services and connection to resources. Program staff advocates for seniors in negotiating bureaucratic systems such as government entitlement program, insurance companies, physicians, and/or collection agencies.

They also assist in understanding and responding to business correspondence; are a resource in resolving family and interpersonal issues; provide limited bus transportation to medical appointments and shopping; and offer social engagement opportunities such as eight senior day trips per year, subsidized by City of College Park as well as four Social Activity team events and twice-a-week Senior Social Center.

SIGNIFICANT ACCOMPLISHMENTS:

- Relocated offices to new location at 10007 Rhode Island Avenue
- Expanded staffing with addition of a 2nd Case Work position
- Case management, which includes comprehensive assessment, individually tailored services and monitoring, was provided for 53 seniors needing this level of service.
- Regular telephone contact was maintained with older City adults who were identified as isolated or vulnerable to check on their safety and provide caring outreach.
- Provided referral and information services in response to in person, virtual and phone requests from residents
- 100 Activity packets personally delivered monthly to private homes of City seniors following the suspension of in-person social activities. Packets are designed to promote wellness, reduce isolation and provide entertainment and included brain activity exercises; jigsaw puzzles; artistic projects and supplies; seasonal activities; crossword puzzles; crafting; snacks and water or juice.
- PPE, including facemasks, hand sanitizer and COVID-19 testing kits were shared with senior residents
- Transportation was provided for 80 older adults to medical appointments, pharmacies, banks, grocery shopping, elections and food banks
- Provided expanded transportation services to within the County for seniors; provided updated COVID-19 information to older residents
- Holiday gift bags were delivered to 100 City seniors.
- Outdoor activities planned when appropriate for senior residents
- A monthly newsletter was produced and mailed to 200 City residences, placed in the common area for Spellman House and Attick Tower residents and also posted on the on the City website.

BUDGET HIGHLIGHTS:

- No changes expected in this program's operations.

PERSONNEL:

Authorized Position	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Director of Youth, Family & Senior Services	0.2	0.2	0.2	0.2
Seniors Program Manager	1	1	1	1
Seniors Program Caseworker	1	1	1	1.5
Seniors Social Coordinator	.63	.63	.63	.63
Office Assistant	0.63	0.63	0.63	0.63
Bus Driver	1.82	1.82	1.82	1.82
Total Personnel	5.28	5.28	5.28	5.78

SUMMARY OF EXPENDITURES:

Type	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Salaries & Wages	\$313,774	\$304,053	\$345,133	\$346,928
Benefits	82,350	95,499	90,867	84,656
Other Operating Costs	109,942	56,618	118,330	121,000
Capital	-	42	3,000	1,500
Total Expenditures	\$506,066	\$456,212	\$557,330	\$554,084

*EXPLANATION/DETAIL FOR CERTAIN LINE ITEMS***OTHER OPERATING COSTS:****-540.12-11 Travel and Training \$2,500**

Certified Senior Advisor training/maintenance – courses, exam, continuing education, additional staff training opportunities on aging adults – recognizing abuse, neglect and exploitation; privacy laws; cultural considerations for senior populations; senior fitness; navigation of government assistance programs for seniors .

-540.25- Grant - Neighbors Helping Neighbors \$11,500

To assist the Neighbors Helping Neighbors program - a volunteer network to provide services to senior citizens.

-540.30-15 Consulting \$1,500

Quarterly clinical consultations.

-540.38-12 Senior Trips \$21,000

Subsidized senior trips (seniors pay \$15 to \$35 per trip). Trips are scheduled on a calendar year basis. The 2017 scheduled trips are: April: Harrington Raceway & Casino with lunch; May: Patsy Cline Show at the Fulton Dinner Theater; June: Choptank Riverboat with crab feast; July: Pinots Palette, paint party and lunch; August: St. Michaels, MD boat ride tour; September: Dreamgirls Show at Toby's Dinner Theater; October: On Golden Pond Show at Riverside Dinner Theater; November: White Christmas Show at Dutch Apple Dinner Theater.

-540.38-49 Other Activities \$16,750

To support the Seniors Activity Team and Seniors Social Center events.

-540.47-10 Clothing & Uniforms \$1,500

Uniform rental and cleaning for employees.

-540.60-10 General Supplies \$5,000

Includes special event materials, photos, paper goods for weekly coffee gatherings supplies for quarterly Senior Activity Team events, twice-a-week Senior Social Center, etc.

-540.60-22 Meeting Refreshments**\$10,000**

Refreshments for weekly coffee, twice-a-week Senior Social Center, ongoing activities and monthly trips.

-540.62-10 Postage**\$5,000**

Postage for the cost of senior mailings including the cost of printing the materials.

-540.67-19 Dues**\$400**

Maryland Board of Social Work Examiners and Certified Senior Advisor.

KEY PERFORMANCE MEASURES

SENIORS PROGRAM:

Goal: Measure	FY2020		FY2021		FY2022 Target
	Target	Actual	Target	Estimate	
Enhance quality of life for senior citizens					
Number of day excursion participants 1	350	363	350	350	100 ¹
Number of participants at senior social center 1	n/a	1198	1000	1000	100 ¹
% of participants rating services as good or better	90%	100%	100%	100%	90%
Number of trips provided for City seniors (within 8 mile radius)	2200	2001	2200	2200	2200
Number of seniors assisted with transportation 1	3500	3622	3500	3500	110 ¹
Number of seniors receiving case management services	n/a	n/a	n/a	60	50
¹ - FY2021 Target represents the number of unduplicated participants, i.e. the number of individual trip/event participants in each category. Prior year numbers reflect total people across all trips/events, i.e. one person may have taken 10 trips, so was counted as 10. That same person with 10 trips in FY2021 would be counted as 1.					

SENIORS PROGRAM

Acct. Code		FY 2020	FY 2021	FY 2022		FY 2023	Change in Budget	
		ACTUAL	ACTUAL	ADJUSTED	Estimated	PROPOSED	FY 22 to FY 23	
				BUDGET	FY Total		BUDGET	\$
-4012								
	<u>Salaries & Wages</u>							
-540.10-01	Salary/Hourly	\$ 311,145	\$ 100,452	\$ 105,098	\$ 104,626	\$ 111,171	\$ 6,073	5.8%
-540.10-02	Hourly		203,363	237,535	173,732	234,257	(3,278)	-1.4%
-540.10-03	Overtime	2,629	238	2,500	500	1,500	(1,000)	-40.0%
	Total Salaries & Wages	313,774	304,053	345,133	278,858	346,928	1,795	0.5%
	<u>Benefits</u>							
-540.11-10	FICA	23,239	22,658	25,434	21,333	26,009	575	2.3%
-540.11-12	Health Insurance	26,524	37,361	30,387	23,843	18,601	(11,786)	-38.8%
-540.11-13	Dental Insurance	934	1,300	1,357	932	1,017	(340)	-25.1%
-540.11-14	Life Insurance	434	486	489	353	489	-	0.0%
-540.11-15	Vision Insurance	260	544	546	364	322	(224)	-41.0%
-540.11-17	457 City Match Contribution	1,687	3,010	3,259	2,924	2,216	(1,043)	-32.0%
-540.11-18	401A Retirement	3,343	3,501	3,664	1,977	-	(3,664)	-100.0%
-540.11-21	Workers Compensation	12,701	12,583	10,466	9,517	9,663	(803)	-7.7%
-540.11-22	Long-term Disability Insurance	590	706	756	550	777	21	2.8%
-540.11-25	MSRP Retirement	12,639	13,350	14,509	13,704	25,562	11,053	76.2%
	Total Benefits	82,350	95,499	90,867	75,496	84,656	(6,211)	-6.8%
	<u>Other Operating Costs</u>							
-540.12-10	Non Training Travel	1,307	-	1,500	-	1,500	-	0.0%
-540.12-11	Travel & Training	519	665	1,250	500	2,500	1,250	100.0%
-540.25-12	Grant - Neighbors Helping Neighbors	-	11,500	11,500	11,500	11,500	-	0.0%
-540.30-13	Administrative	-	-	380	-	500	120	31.6%
-540.30-15	Consulting	43,399	2,500	1,000	1,000	1,500	500	50.0%
-540.36-10	Printing	-	-	1,000	500	1,000	-	0.0%
-540.38-12	Senior Trips	16,209	-	21,000	3,000	21,000	-	0.0%
-540.38-99	Other Activities	9,491	4,535	16,750	7,000	16,750	-	0.0%
-540.45-23	Pest Control	633	1,178	-	1,000	400	400	100.0%
-540.47-10	Clothing & Uniforms	4,206	4,333	1,500	1,653	1,500	-	0.0%
-540.48-20	Copier lease	1,902	1,832	3,150	1,950	3,150	-	0.0%
-540.48-60	Office space rental, phones & internet	13,200	24,490	35,000	45,000	35,000	-	0.0%
-540.60-10	General Supplies	4,258	1,297	5,000	2,000	5,000	-	0.0%
-540.60-11	Meeting Refreshments	9,963	-	10,000	400	10,000	-	0.0%
-540.61-10	Office Supplies	1,661	1,473	2,500	1,250	2,500	-	0.0%
-540.62-10	Postage	1,659	1,568	5,000	750	5,000	-	0.0%
-540.66-12	Cellular Phone	1,182	1,190	1,200	1,200	1,200	-	0.0%
-540.67-10	Dues	231	-	400	200	400	-	0.0%
-540.67-20	Publications & Books	-	-	100	-	500	400	400.0%
-540.69-10	Miscellaneous	122	57	100	106	100	-	0.0%
	Total Other Operating Costs	109,942	56,618	118,330	79,009	121,000	2,670	2.3%
	<u>Capital Outlay</u>							
-540.93-20	Office Furniture & Equipment	-	42	3,000	2,586	1,500	(1,500)	-50.0%
	Total Seniors Program	\$ 506,066	\$ 456,212	\$ 557,330	\$ 435,949	\$ 554,084	\$ (3,246)	-0.6%

PUBLIC WORKS - SUMMARY



The Department of Public Works (DPW) is the largest City function, in terms of both staffing and budget. The DPW budget is comprised of six divisions: Administration, Solid Waste Management, Streets and Parking Lots, Buildings and Grounds, Engineering, and Fleet Services. Further detail regarding each division, including their significant accomplishments and budget highlights are incorporated with the program budgets making up each division following this summary.

PERSONNEL:

The following is a summary of the total staffing for Public Works. The allocation of personnel is determined by Public Works management and is included with each program's budget following this summary.

Authorized Position	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Director	1	1	1	1
Assistant Director	2	2	2	2
Administrative Assistant	1	1	1	1
Sustainability Coordinator	1	1	1	1
Dispatch/Administrative Clerk	1	1	1	1
Civil Engineer	1	1	1	1
Engineering Technician	1	1	1	1
Fleet Supervisor	1	1	1	1
Mechanic	2	2	2	2
Inventory Control Clerk	1	1	1	1
Crew Supervisor	2	2	2	2
Motor Equipment Operator	13	13	13	13
Maintenance Worker	16	16	16	16
Facilities Maintenance Worker	1	1	1	1
Lead Custodian	1	1	1	1
Custodial Worker	1	1	1	1
Landscape Supervisor	1	1	1	1
Lead Groundskeeper	1	1	1	1
Groundskeeper	1	2	2	2
Public Works/Engineering Intern	2	2	2	2
Laborer Landscape (summer)	2	2	2	2
Intern II	-	-	.15	.15
Total Personnel	53	54	54	54

Public Works

Summary of Expenditures:

Function	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ADJUSTED BUDGET	FY 2023 PROPOSED BUDGET	Change in Budget FY 22 to FY 23	
					\$	%
Administration (5010)	\$ 688,338	\$ 692,971	\$ 737,548	\$ 802,978	\$ 65,430	8.9%
Solid Waste Management	2,202,981	2,271,222	2,265,040	2,476,247	211,207	9.3%
Refuse Management (5011)	835,659	860,813	835,025	979,877	144,852	17.3%
Leaf & Grass Collection (5012)	302,759	255,346	302,293	419,686	117,394	38.8%
Litter & Graffiti Control (5023)	264,213	259,927	249,278	229,964	(19,314)	-7.7%
Recycling (5025)	655,828	713,057	707,053	659,760	(47,293)	-6.7%
Compost Yard Operations (5050)	144,521	182,079	171,391	186,959	15,568	9.1%
Streets & Parking Lots	654,452	782,106	936,635	1,015,784	79,149	8.5%
Street Cleaning (5013)	61,851	71,382	85,639	87,432	1,793	2.1%
Signage (5014)	105,610	91,159	131,418	134,281	2,863	2.2%
Street Maintenance (5015)	324,613	296,253	381,090	420,913	39,823	10.4%
Snow & Ice Control (5017)	13,504	221,873	245,721	263,833	18,112	7.4%
Parking Lot Maintenance (5024)	27,797	28,528	40,651	29,309	(11,342)	-27.9%
Parking Garage (5027)	121,076	72,911	52,116	80,016	27,900	53.5%
Buildings & Grounds	1,078,317	989,751	1,376,758	1,571,011	194,253	14.1%
Public Works Buildings (5018)	72,871	64,985	74,164	87,006	12,842	17.3%
Recreational Facilities Maint. (5019)	161,600	156,674	171,455	160,834	(10,621)	-6.2%
Building Maintenance (5028)	301,829	299,148	446,578	587,099	140,521	31.5%
Turf & Right of Way Maint. (5016)	63,831	69,267	73,700	76,905	3,205	4.3%
Tree & Landscape Maint. (5020)	478,186	399,677	610,862	659,167	48,305	7.9%
Engineering (5021)	301,818	262,334	310,448	307,226	(3,222)	-1.0%
Fleet Services (5030)	620,182	437,819	602,577	592,410	(10,167)	-1.7%
Total DPW expenditures	\$ 5,546,087	\$ 5,436,203	\$ 6,229,007	\$ 6,765,656	\$ 536,650	8.6%

ADMINISTRATION

PROGRAM #5010



This program is responsible for planning, managing and administering all activities in the department, which includes customer service, correspondence, managerial record keeping, and training.

SIGNIFICANT ACCOMPLISHMENTS:

- Performed weekly data collection for bulk & special trash items and imported data into GIS Dashboard of bulk & special trash collections to track for invoicing. Bulk trash data entered in spread sheet for reference and mapping.
- Compiled data & submitted application for the annual State of Maryland Green Registry re-certification to maintain the City's status.
- Compiled data & submitted application for the annual EPA Green Member re-certification.
- Represented the City on the Good Neighbor Day (GND) planning committee. Coordinated & supported three in-person projects with small groups of volunteers.
- DPW hosted two cleanup dates in April and three dates in October for residents to bring discardable items for disposal. A paper shredding truck was on-site for one date in October.
- DPW staff liaison's attend the monthly Committee for a Better Environment (CBE), Tree & Landscape Board and Bee City USA meetings as well as the Veteran's Memorial Committee meetings.
- Advertised for the Odessa Park Playground construction project. A contractor was selected, and the contractor should begin construction in the spring of 2022.
- A 3-year contract to supply and launder employee uniforms for DPW staff was awarded.
- In response to resident requests related to mosquito issues, the department began selling GAT traps for residential use as a cultural control mechanism to help reduce day flying (Asian tiger) mosquito populations.
- Achieved first year Bee City USA affiliate status and first year signatory status for the Mayor's Monarch Pledge.
- The Committee for a Better Environment coordinated and provided supplies for the painting of 2 storm drain covers that feature animals native to the Anacostia River watershed. The Committee also coordinated and funded phase I of the native tree marker project, which were installed by DPW staff, along the Trolley Trail. Funding for phase II is included in the FY23 budget request.

BUDGET HIGHLIGHTS:

- Continuing staff training to certify operators using specialized equipment.
- Increased request for CDL fee to send drivers to approved out-sourced training as mandated by Federal guidelines to obtain license.
- Funding requests for CBE & Bee City Committees.

PERSONNEL:

Authorized Position	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Director	1	1	1	1
Assistant Director	2	1.4	1.4	1.4
Sustainability Coordinator	1	0.45	0.45	0.45
Administrative Assistant	1	1	1	1
Dispatch/Administrative Clerk	1	1	1	1
Inventory Control Clerk	0.17	0.2	0.2	0.2
Intern II	-	-	0.15	0.15
Total Personnel	6.17	5.05	5.2	5.2

SUMMARY OF EXPENDITURES:

Type	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Salaries & Wages	\$482,529	\$497,866	\$531,833	\$569,563
Benefits	127,506	126,672	123,690	131,876
Other Operating Costs	78,303	68,433	79,375	98,890
Capital	-	-	2,650	2,650
Total Expenditures	\$688,338	\$692,971	\$737,548	\$802,978

*EXPLANATION/DETAIL FOR CERTAIN LINE ITEMS***OTHER OPERATING COSTS:****-550.12-11 Travel and Training \$6,000**

American Public Works Association annual conference
Other managerial development training

-550.34-75 Mosquito Control \$6,500

Participation in the State Mosquito Control services, including larvicide, adult surveillance and possible control.

-550.47-10 Clothing & Uniforms

Uniform rental & cleaning	\$19,000
Walk-off mats	2,000
Rental return losses	300
Winter Jackets	4,300
Safety shoes (approximately \$195/pair)	9,900
Hats	500
	\$36,000

-550.66-13 Wireless Radio \$2,500

Use of the University's Department of Public Safety 2-way radio system and radio system maintenance.

PUBLIC WORKS ADMINISTRATION

Acct. Code		FY 2020	FY 2021	FY 2022		FY 2023	Change in Budget	
		ACTUAL	ACTUAL	ADJUSTED	Estimated	PROPOSED	FY 22 to FY 23	
				BUDGET	FY Total	BUDGET	\$	%
-5010								
	<u>Salaries & Wages</u>							
-550.10-01	Salary/Hourly	\$ 469,792	\$ 326,807	\$ 344,851	\$ 340,000	\$ 353,789	\$ 8,938	2.6%
-552.1	Hourly		161,718	178,982	165,000	205,773	26,791	15.0%
-550.10-03	Overtime	12,737	9,341	8,000	5,500	10,000	2,000	25.0%
	Total Salaries & Wages	482,529	497,866	531,833	510,500	569,562	37,729	7.1%
	<u>Benefits</u>							
-550.11-10	FICA	35,939	36,726	38,517	38,517	40,929	2,412	6.3%
-550.11-12	Health Insurance	45,006	42,253	36,039	37,000	31,564	(4,475)	-12.4%
-550.11-13	Dental Insurance	1,733	1,580	1,646	1,500	1,632	(14)	-0.9%
-550.11-14	Life Insurance	863	805	829	800	821	(8)	-1.0%
-550.11-15	Vision Insurance	548	487	489	480	484	(5)	-1.0%
-550.11-17	457 City Match Contribution	5,270	5,774	5,931	5,900	6,557	626	10.6%
-550.11-18	401A Retirement	3,635	3,744	3,769	3,700	3,987	218	5.8%
-550.11-21	Workers Compensation	10,295	10,557	9,147	9,000	7,343	(1,804)	-19.7%
-550.11-22	Long-term Disability Insurance	1,699	1,756	1,923	1,800	1,978	55	2.9%
-550.11-25	MSRP Retirement	22,517	22,990	25,400	24,000	36,581	11,181	44.0%
	Total Benefits	127,506	126,672	123,690	122,697	131,876	8,186	6.6%
	<u>Other Operating Costs</u>							
-550.12-11	Travel & Training	3,594	1,985	3,400	3,400	6,000	2,600	76.5%
-550.30-13	Administrative - CBE		792	800	750	840	40	5.0%
-550.30-39	Translation services		140	250	150	250	-	0.0%
-550.34-17	Temp Manpower-Other	627	6,299	-	6,000	6,500	6,500	0.0%
-550.34-75	Mosquito Control	6,259	7,469	6,500	5,000	9,200	2,700	41.5%
-550.36-06	Committee for Better Environment	3,452	2,537	3,000	2,000	6,000	3,000	100.0%
-550.36-07	Bee City USA Committee		773	1,750	1,000	2,500	750	42.9%
-550.36-10	Printing	2,868	1,604	2,000	1,250	2,500	500	25.0%
-550.36-37	Code Enf. Abatement-Reimburse.	(3,648)	-	-	(387)	-	-	0.0%
-550.38-45	Volunteer Programs	-	205	250	250	250	-	0.0%
-550.38-67	Safety Breakfast	1,902	350	2,000	1,000	2,000	-	0.0%
-550.47-10	Clothing & Uniforms	28,920	27,195	36,000	34,000	36,000	-	0.0%
-550.48-20	Copier lease	5,526	5,331	5,400	5,400	5,400	-	0.0%
-550.52-10	Awards & Gifts	786	776	750	750	775	25	3.3%
-550.53-10	CDL Licensing Fee	50	-	200	100	3,500	3,300	1650.0%
-550.60-10	General Supplies	3,156	2,946	3,500	3,500	3,500	-	0.0%
-550.60-60	Safety supplies (from clothing/uniforms)	1,646	2,074	2,500	1,500	2,500	-	0.0%
-550.60-11	Meeting Refreshments	(272)	-	200	-	200	-	0.0%
-550.61-10	Office Supplies	1,659	2,486	2,400	1,500	2,400	-	0.0%
-550.62-10	Postage	47	22	75	50	75	-	0.0%
-550.66-12	Cellular Phone	4,089	3,980	4,400	3,800	4,400	-	0.0%
-550.66-13	Wireless Radio	16,169	99	2,500	2,500	2,500	-	0.0%
-550.67-10	Dues	1,473	1,370	1,500	1,498	1,600	100	6.7%
	Total Other Operating Costs	78,303	68,433	79,375	75,011	98,890	19,515	24.6%
	<u>Capital Outlay</u>							
-550.98-10	Computers			2,650		2,650	-	0.0%
	Total Public Works Administration	\$ 688,338	\$ 692,971	\$ 737,548	\$ 708,208	\$ 802,978	\$ 65,430	8.9%

SOLID WASTE MANAGEMENT DIVISION



The Solid Waste Management Division is comprised of the following programs: Refuse Management (5011); Leaf and Grass Collection (5012); Litter and Graffiti Control (5023); Recycling (5025); and Compost Yard Operations (5050).

Summary of Expenditures	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget	Change in \$	Budget %
Solid Waste Management	\$2,202,981	\$2,271,222	\$2,265,040	\$2,476,247	\$211,207	9.3%
Refuse Management (5011)	835,659	860,813	835,025	979,877	144,852	17.3%
Leaf & Grass Collection (5012)	302,759	255,346	302,293	419,686	117,394	38.8%
Litter & Graffiti Control (5023)	264,213	259,927	249,278	229,964	(19,314)	-7.7%
Recycling (5025)	655,828	713,057	707,053	659,760	(47,293)	-6.7%
Compost Yard Operations (5050)	144,521	182,079	171,391	186,959	15,568	9.1%

KEY PERFORMANCE MEASURES

PUBLIC WORKS - SOLID WASTE MANAGEMENT:

Goal: Measure	FY2020 Target Actual		FY2021 Target Estimate		FY2022 Target
Excellent Services					
Tons of household refuse collected/disposed	3,000	3,031	4,500	4,285	4,200
Tons of leaves and yard trim collected	1,750	1,858	2,000	2,135	2,150
Tons of bulk trash collected/disposed	800	862	850	885	850
Number of times all refuse/recycling receptacles in downtown business district emptied	250	262	300	350	350
Tons of food waste diverted from solid waste stream	n/a	n/a	10	15	20
Number of graffiti work orders completed	7	7	7	13	12
Tons of curbside recycling collected/disposed	1,000	954	1,250	1,265	1,275
Tons of miscellaneous recycling collected/disposed	25	24	26	40	50
Recycling rate with organics included (grass, leaves, brush)	50%	45%	50%	40%	50%
Cubic yards of compost sold	1,000	902	1,200	2,000	2,000
Cubic yards of wood mulch sold	500	519	500	580	550

SOLID WASTE MANAGEMENT DIVISION

REFUSE MANAGEMENT

PROGRAM #5011



This program is responsible for collection and disposal of the City's solid waste. Household refuse is collected curbside once per week. Curbside collections are complemented with back-door collection for the elderly and/or disabled residents. Large bulky items are collected by appointment. Refuse and recycling carts are supplied free to residents by the City.

SIGNIFICANT ACCOMPLISHMENTS:

- 4517 tons of residential household refuse was disposed of between January - December 2021.
- The bulk and special trash collection Ordinance became effective July 1, 2021.
- 535 tons bulk trash was collected and disposed of between January – December 2021.
- The food waste drop-off program, to divert food waste from the solid waste stream, has two permanent locations available 24/7 as well as a seasonal drop off at the Hollywood Farmers Market between April – November. 26.66 tons of food waste was diverted from the solid waste stream and transported and disposed of via a contracted vendor at the composting facility in Upper Marlboro. 67 residents were approved for behind-the-house collections.

BUDGET HIGHLIGHTS:

- Landfill tipping rate has increased to \$70/ton.
- The cost of refuse carts has also increased due to a rise in the price of a cart and delivery charge.
- Funds have been added for a once per week, curbside collection of food waste to be performed by a contractor.

PERSONNEL:

Authorized Position	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Crew Supervisor	0.33	0.33	0.48	0.48
Motor Equipment Operator	2.85	2.85	3.15	3.15
Maintenance Worker	3.85	3.85	3.35	3.35
Total Personnel	7.03	7.03	6.98	6.98

SUMMARY OF EXPENDITURES:

Type	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Salaries & Wages	\$367,112	\$386,136	\$369,743	\$379,216
Benefits	144,778	133,742	116,632	118,971
Other Operating Costs	323,769	340,935	348,650	481,690
Capital	-	-	-	-
Total Expenditures	\$835,659	\$860,813	\$835,025	\$979,877

-550. 34-17 Temp Manpower - Other	\$3,000
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-550.34-20 Tipping Fees	\$362,040
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Special collection material (at \$65/ton)

-550.34-99 Tipping Fees - Food Waste at Farmers Markets	\$87,000
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For transport and disposal of food waste dropped off at the Farmers Markets.

-550.60-45 Solid Waste Containers

65 gallon mobile carts – \$45 each	\$27,000
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35 gallon mobile carts – \$35 each	1,000
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\$28,000

Acct. Code		FY 2020	FY 2021	FY 2022		FY 2023	Change in Budget	
		ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	PROPOSED BUDGET	FY 22 to FY 23	
							\$	%
-5011								
	<u>Salaries & Wages</u>							
-550.10-02	Hourly	\$ 347,480	\$ 382,492	\$ 364,743	\$ 365,000	\$ 373,716	\$ 8,973	2.5%
-550.10-03	Overtime	19,632	3,644	5,000	4,200	5,500	500	10.0%
	Total Salaries & Wages	367,112	386,136	369,743	369,200	379,216	9,473	2.6%
	<u>Benefits</u>							
-550.11-10	FICA	26,985	28,683	27,257	27,257	27,679	422	1.5%
-550.11-12	Health Insurance	67,286	51,417	40,915	40,915	40,284	(631)	-1.5%
-550.11-13	Dental Insurance	3,543	3,156	3,430	3,000	3,165	(265)	-7.7%
-550.11-14	Life Insurance	1,139	1,149	1,082	1,050	1,033	(49)	-4.5%
-550.11-15	Vision Insurance	558	521	503	490	466	(37)	-7.4%
-550.11-17	457 City Match Contribution	7,363	8,449	8,300	8,100	7,348	(952)	-11.5%
-550.11-18	401A Retirement	4,305	4,201	4,134	4,100	4,373	239	5.8%
-550.11-21	Workers Compensation	16,266	17,376	13,225	13,200	10,565	(2,660)	-20.1%
-550.11-22	Long-term Disability Insurance	1,281	1,318	1,223	1,220	1,381	158	12.9%
-550.11-25	MSRP Retirement	16,053	17,472	16,563	16,500	22,677	6,114	36.9%
	Total Benefits	144,778	133,742	116,632	115,832	118,971	2,339	2.0%
	<u>Other Operating Costs</u>							
-550.12-11	Travel & Training	-	-	250	-	250	-	0.0%
-550.34-11	Temp Manpower-Solid Waste	1,056	-	3,000	1,500	3,000	-	0.0%
-550.34-20	Tipping Fees	299,068	310,765	310,000	300,000	362,040	52,040	16.8%
-550.34-99	Tipping Fees- Food waste diversion	3,693	6,472	12,000	9,000	87,000 *	75,000	625.0%
-550.36-10	Printing	1,200	622	1,200	600	1,200	-	0.0%
-550.60-10	General Supplies	541	196	200	200	200	-	0.0%
-550.60-45	Solid Waste Containers	18,211	22,880	22,000	22,000	28,000	6,000	27.3%
	Total Other Operating Costs	323,769	340,935	348,650	333,300	481,690	133,040	38.2%
	Total Refuse Management	\$ 835,659	\$ 860,813	\$ 835,025	\$ 818,332	\$ 979,877	\$ 144,852	17.3%

SOLID WASTE MANAGEMENT DIVISION

LEAF & GRASS COLLECTION

PROGRAM #5012



Curbside leaf collection operates from the first week in November through December/January. Leaf vacuum machines are used to collect leaves raked to the curb by residents. Temporary laborers are utilized to assist with curbside leaf collection. The City is divided into seven service areas, and signs are posted in each area prior to leaf collection. Each service area receives approximately four-leaf collection cycles per season. All collected material is brought back to the Public Works facility for processing into compost (see program 5050). Soft/vegetative yard waste collection is collected year-round including the period during curbside leaf collection. The collected yard waste material is also brought back to the Public Works facility and mixed with the leaves for processing into compost.

SIGNIFICANT ACCOMPLISHMENTS:

- 1,365 tons (3,900 cubic yards) of leaves were collected during curbside leaf collection January – December 2021. The planned collection schedule was maintained during the collection period.
- 404 tons (1,263 cubic yards) vegetative (soft) yard was collected January – December 2021.
- One hundred fifty-five beige, 95-gallon yard waste carts were sold in 2021. This is an equal cost share program split between the resident and City that has been well received by city residents during the past four years.

BUDGET HIGHLIGHTS:

- No significant changes are anticipated in the operations of this program.

PERSONNEL:

Authorized Position	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Crew Supervisor	0.29	0.29	0.23	0.23
Motor Equipment Operator	3.09	3.09	2.66	2.66
Maintenance Worker	0.32	0.32	0.96	0.96
Lead Groundskeeper	0.20	0.20	-	-
Total Personnel	3.90	3.90	3.85	3.85

SUMMARY OF EXPENDITURES:

Type	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Salaries & Wages	\$182,977	\$158,316	\$193,021	\$276,498
Benefits	68,824	59,091	58,322	91,988
Other Operating Costs	50,958	37,939	50,950	51,200
Capital	-	-	-	-
Total Expenditures	\$302,759	\$255,346	\$302,293	\$419,686

OTHER OPERATING COSTS:

-550.34-15 Temporary Manpower Curbside Leaf Collection \$44,200

2,210 hours at \$20/hour

-550.34-16 Temporary Manpower Yard Waste Collection \$4,000

200 hours at \$20/hour

-550.60-45 Yard Waste Carts \$1,000

The \$25 purchase price (subsidy) from residents is included in this line item.

**SOLID WASTE MANAGEMENT DIVISION
LEAF AND GRASS COLLECTION**

Acct. Code	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022		FY 2023 PROPOSED BUDGET	Change in Budget FY 22 to FY 23	
			ADJUSTED BUDGET	Estimated FY Total		\$	%
-5012							
	<u>Salaries & Wages</u>						
-550.10-02	\$ 172,173	\$ 157,969	\$ 192,021	\$ 189,000	\$ 275,498	\$ 83,477	43.5%
-550.10-03	10,804	347	1,000	500	1,000	-	0.0%
	<u>182,977</u>	<u>158,316</u>	<u>193,021</u>	<u>189,500</u>	<u>276,498</u>	<u>83,477</u>	<u>43.2%</u>
	<u>Benefits</u>						
-550.11-10	13,331	11,629	14,343	14,343	20,029	5,686	39.6%
-550.11-12	31,123	25,974	20,119	41,000	34,786	14,668	72.9%
-550.11-13	1,527	1,073	977	1,800	2,559	1,582	161.9%
-550.11-14	471	454	518	500	771	253	48.8%
-550.11-15	405	314	266	400	536	270	101.5%
-550.11-17	3,619	3,235	3,834	3,700	4,300	466	12.2%
-550.11-18	1,788	546	521	521	-	(521)	-100.0%
-550.11-21	7,932	7,277	6,914	7,100	7,759	845	12.2%
-550.11-22	563	442	710	650	861	151	21.3%
-550.11-25	8,064	8,147	10,120	10,000	20,387	10,267	101.5%
	<u>68,824</u>	<u>59,091</u>	<u>58,322</u>	<u>80,014</u>	<u>91,988</u>	<u>33,667</u>	<u>57.7%</u>
	<u>Other Operating Costs</u>						
-550.34-15	43,227	32,326	40,000	35,000	44,200	4,200	10.5%
-550.34-16	666	528	5,000	1,000	4,000	(1,000)	-20.0%
-550.36-10	434	374	250	250	300	50	20.0%
-550.60-10	193	309	500	350	500	-	0.0%
-550.60-40	657	917	1,200	1,200	1,200	-	0.0%
-550.60-45	5,781	3,485	4,000	4,000	1,000	(3,000)	-75.0%
	<u>50,958</u>	<u>37,939</u>	<u>50,950</u>	<u>41,800</u>	<u>51,200</u>	<u>250</u>	<u>0.5%</u>
Total Leaf & Grass Collection	<u>\$ 302,759</u>	<u>\$ 255,346</u>	<u>\$ 302,293</u>	<u>\$ 311,314</u>	<u>\$ 419,686</u>	<u>\$ 117,394</u>	<u>38.8%</u>

SOLID WASTE MANAGEMENT DIVISION

LITTER & GRAFFITI CONTROL

PROGRAM #5023



This program collects and disposes of public litter and removes graffiti. Litter crews remove litter on a daily basis from the downtown area, including the parking garage. Refuse and recycling containers located throughout the City are checked and emptied on a regular basis. City employees clean downtown parking lots and the parking garage and empty litter containers on weekends. City employees carry graffiti remover with them and are encouraged to stop and remove graffiti whenever they see it.

SIGNIFICANT ACCOMPLISHMENTS:

- Installed 5 new combo trash/recycling receptacles to provide for separation of single stream mixed recyclables from trash.
- Installed 3 new dog waste stations with pick up bag dispensers and waste receptacles.
- 2 new dog waste stations were installed as part of the construction of the new Hollywood Dog Park.
- Completed 35 work orders to remove graffiti.

BUDGET HIGHLIGHTS:

- There are no significant changes in this program's budget.

PERSONNEL:

Authorized Position	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Crew Supervisor	0.07	0.07	0.07	0.07
Motor Equipment Operator	0.02	0.02	-	-
Maintenance Worker	2.82	2.42	2.59	2.59
Total Personnel	2.91	2.51	2.66	2.66

SUMMARY OF EXPENDITURES:

Type	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Salaries & Wages	\$186,063	\$184,356	\$181,227	\$167,796
Benefits	60,063	59,391	51,051	44,668
Other Operating Costs	18,087	16,180	17,000	17,500
Capital	-	-	-	-
Total Expenditures	\$264,213	\$259,927	\$249,278	\$229,964

OTHER OPERATING COSTS:

-550.60-10 General Supplies

Outdoor litter receptacle	1,000
Combination trash/recycle containers for recreational areas throughout the City	10,500
Graffiti remover, pokers, brooms, trash bags	4,000
Dog waste station supplies	2,000
	\$17,500

**SOLID WASTE MANAGEMENT DIVISION
LITTER AND GRAFFITI CONTROL**

Acct. Code	FY 2020	FY 2021	FY 2022		FY 2023	Change in Budget	
	ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	PROPOSED BUDGET	FY 22 to FY 23	
-5023						\$	%
	<u>Salaries & Wages</u>						
-550.10-02	Hourly	\$ 157,601	\$ 166,777	\$ 159,627	\$ 160,000	\$ 146,296	\$ (13,331) -8.4%
-550.10-03	Overtime	25,847	15,156	18,500	18,500	18,500	- 0.0%
-550.10-08	Saturday Shift Differential	2,615	2,423	3,100	2,600	3,000	(100) -3.2%
	Total Salaries & Wages	186,063	184,356	181,227	181,100	167,796	(13,431) -7.4%
	<u>Benefits</u>						
-550.11-10	FICA	13,951	13,830	12,096	13,854	10,961	(1,135) -9.4%
-550.11-12	Health Insurance	20,037	19,831	16,745	16,740	11,512	(5,233) -31.2%
-550.11-13	Dental Insurance	2,146	2,026	2,004	2,000	1,701	(303) -15.1%
-550.11-14	Life Insurance	707	529	525	520	433	(92) -17.5%
-550.11-15	Vision Insurance	259	231	130	215	130	- 0.0%
-550.11-17	457 City Match Contribution	5,327	5,166	4,415	5,000	4,415	- 0.0%
-550.11-18	401A Retirement	603	113	-	50	-	- 0.0%
-550.11-21	Workers Compensation	8,028	8,295	5,766	6,250	4,149	(1,617) -28.0%
-550.11-22	Long-term Disability Insurance	590	579	590	590	541	(49) -8.3%
-550.11-25	MSRP Retirement	8,415	8,791	8,780	8,500	10,826	2,046 23.3%
	Total Benefits	60,063	59,391	51,051	53,719	44,668	(6,383) -12.5%
	<u>Other Operating Costs</u>						
-550.60-10	General Supplies	18,087	16,180	17,000	17,000	17,500	500 2.9%
	Total Other Operating Costs	18,087	16,180	17,000	17,000	17,500	500 2.9%
	Total Litter & Graffiti Control	\$ 264,213	\$ 259,927	\$ 249,278	\$ 251,819	\$ 229,964	\$ (19,314) -7.7%

SOLID WASTE MANAGEMENT DIVISION
RECYCLING
 PROGRAM #5025



This program coordinates recycling awareness and collection efforts for the City, including paper, cardboard, glass, metal cans, plastic bottles, electronics, brush, and white goods. Single stream recycling collections are performed the same day as refuse collections. Electronics, white goods (appliances, air conditioners, hot water heaters, etc.), and woody brush are collected by appointment on Thursdays and Fridays. The brush is brought back to the Public Works yard for processing into wood mulch. This program also includes the sale and delivery of wood mulch. A container for recycling used motor oil is available at the Public Works facility.

SIGNIFICANT ACCOMPLISHMENTS:

- 1,343 tons of single stream mixed recyclable material was collected and disposed of.
- 14 tons of electronics were collected and sent to a R2 designated processing facility.
- 48 tons of various other items (including concrete, metal, tires, etc.) were collected and disposed of.
- Collected 48 tons of woody brush material; processed 1,795 cubic yards of collected brush into roughly 725 cubic yards of wood mulch.
- Sold 830 cubic yards of wood mulch; 657 cubic yards was delivered; the remainder was picked up at DPW.
- Sold 50-gallon rain barrels, that qualify for the Prince George's County Rain Check Rebate program. These units are available to residents & non-residents.

BUDGET HIGHLIGHTS:

- No significant changes expected in this program's operations.

PERSONNEL:

Authorized Position	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Crew Supervisor	0.40	0.40	0.40	0.40
Motor Equipment Operator	3.99	3.99	4.38	4.38
Maintenance Worker	1.90	1.90	2.73	2.73
Lead Groundskeeper	0.01	0.01	-	-
Sustainability Coordinator	0.65	0.65	0.3	0.3
Total Personnel	6.95	6.95	7.81	7.81

SUMMARY OF EXPENDITURES:

Type	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Salaries & Wages	\$425,885	\$450,652	\$443,932	\$422,921
Benefits	161,050	174,936	155,321	134,189
Other Operating Costs	68,893	87,469	107,800	102,650
Capital	-	-	-	-
Total Expenditures	\$655,828	\$713,057	\$707,053	\$659,760

OTHER OPERATING COSTS:

-550.12-11 Travel & Training	\$250
Maryland Recyclers Network Conference	
-550.34-20 Tipping Fees	\$57,000
Single stream recyclables (1,277 tons @ \$39/ton) and electronics (16 tons @ \$487/ton).	
-550.38-39 Cleanup Month	\$5,000
Provides for residential drop-off of certain hazardous materials such as paint.	
-550.48-50 Tub Grinder Rental	\$11,000
Used for brush processing	
-550.60-45 Solid Waste Containers	
95 gallon mobile carts at \$48.86 each.	\$20,000
Food composting bins for home use	3,500
The \$25 subsidy for yard waste carts is included in this line.	
	\$23,500
-550.60-55 Rain Barrels	\$-
Rain barrels purchased are sold at cost. Over time the net cost should zero out.	

**SOLID WASTE MANAGEMENT DIVISION
RECYCLING**

Acct. Code	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022		FY 2023 PROPOSED BUDGET	Change in Budget FY 22 to FY 23	
			ADJUSTED BUDGET	Estimated FY Total		\$	%
-5025							
	<u>Salaries & Wages</u>						
-550.10-02	Hourly	\$ 402,722	\$ 448,592	\$ 443,532	\$ 442,000	\$ 422,421	\$ (21,111) -4.8%
-550.10-03	Overtime	23,163	2,060	400	400	500	100 25.0%
	Total Salaries & Wages	425,885	450,652	443,932	442,400	422,921	(21,011) -4.7%
	<u>Benefits</u>						
-550.11-10	FICA	31,158	33,097	32,720	32,720	31,181	(1,539) -4.7%
-550.11-12	Health Insurance	73,249	82,189	68,259	68,300	47,515	(20,744) -30.4%
-550.11-13	Dental Insurance	4,257	4,218	4,002	4,000	3,305	(697) -17.4%
-550.11-14	Life Insurance	1,012	1,295	1,273	1,200	1,146	(127) -10.0%
-550.11-15	Vision Insurance	693	684	650	600	479	(171) -26.3%
-550.11-17	457 City Match Contribution	7,781	7,014	6,111	6,111	6,257	146 2.4%
-550.11-18	401A Retirement	2,433	2,448	2,705	2,500	3,275	570 21.1%
-550.11-21	Workers Compensation	18,704	20,327	15,983	15,900	11,943	(4,040) -25.3%
-550.11-22	Long-term Disability Insurance	1,307	1,429	1,513	1,500	1,557	44 2.9%
-550.11-25	MSRP Retirement	20,457	22,235	22,105	21,000	27,531	5,426 24.5%
	Total Benefits	161,050	174,936	155,321	153,831	134,189	(21,132) -13.6%
	<u>Other Operating Costs</u>						
-550.12-11	Travel & Training	-	-	250	-	250	- 0.0%
-550.34-12	Temp Manpower-Curb Recycling	1,010	-	1,500	1,000	1,500	- 0.0%
-550.34-13	Temp Manpower-Brush	654	333	1,500	665	1,500	- 0.0%
-550.34-20	Tipping Fees	42,230	46,423	57,600	47,000	57,000	(600) -1.0%
-550.36-10	Printing	1,161	500	2,000	750	1,500	(500) -25.0%
-550.38-38	America Recycles Day	-	-	200	-	200	- 0.0%
-550.38-39	Clean Up Month	-	13,807	10,000	10,000	5,000	(5,000) -50.0%
-550.48-50	Tub Grinder rental	11,296	6,966	11,500	11,500	11,000	(500) -4.3%
-550.60-10	General Supplies	1,091	568	1,500	750	1,000	(500) -33.3%
-550.60-45	Solid Waste Containers	10,739	19,753	21,000	22,345	23,500	2,500 11.9%
-550.60-55	Rain barrels	462	(1,056)	500	665	-	(500) -100.0%
-550.67-10	Dues	250	175	250	250	200	(50) -20.0%
	Total Other Operating Costs	68,893	87,469	107,800	94,925	102,650	(5,150) -4.8%
	Total Recycling	\$ 655,828	\$ 713,057	\$ 707,053	\$ 691,156	\$ 659,760	\$ (47,293) -6.7%

COMPOST YARD OPERATIONS

PROGRAM #5050



This program converts raw materials in the form of leaves and soft vegetative yard waste into a leaf compost material with the registered trademark SMARTLEAF®. Material transport and tipping fees associated with disposal of these raw materials at the County compost facility are avoided by processing the material at Public Works. Tipping fees are charged to participating municipalities who dispose of their leaves here. This program also includes the sale and delivery of SMARTLEAF®.

SIGNIFICANT ACCOMPLISHMENTS:

- 3280 cubic yards of leaves tipped by 8 participating municipalities at a tipping rate of \$8.75/cubic yard.
- 3900 cubic yards of leaves and 1263 cubic yards of yard waste from College Park was brought to the facility for processing.
- 2014 cubic yards of compost screened and available for sale.
- Disposed of 87 tons of compost screening residuals.
- Sold 2587 cubic yards of SMARTLEAF compost, 1558 cubic yards was delivered, and the remainder was picked up at DPW.
- Sold 88 cubic yards of leaf mulch, all material was picked up at DPW.
- Submitted the required annual compost facility operation report to Maryland Department of the Environment
- Submitted the annual SMARTLEAF compost product registration and bi-annual compost sales volume reports to Maryland Department of Agriculture State Chemist
-

BUDGET HIGHLIGHTS:

- No significant changes are anticipated in this budget's operations.
- FY2023 request includes funding for sediment removal from the small pond in the compost yard as requested by the County Stormwater Inspector.

PERSONNEL:

Authorized Position	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Assistant Director	0.01	0.01	0.01	0.01
Sustainability Coordinator	0.10	0.10	0.25	0.25
Motor Equipment Operator	0.64	0.64	0.57	0.57
Lead Groundskeeper	0.54	0.54	0.80	0.80
Total Personnel	1.29	1.29	1.63	1.63

SUMMARY OF EXPENDITURES:

Type	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Salaries & Wages	\$102,204	\$128,738	\$123,223	\$126,657
Benefits	27,728	36,934	33,768	37,752
Other Operating Costs	14,589	16,407	14,400	22,550
Capital	-	-	-	-
Total Expenditures	\$144,521	\$182,079	\$171,391	\$186,959

EXPLANATION/DETAIL FOR CERTAIN LINE ITEMS

OTHER OPERATING COSTS:

-550.48-11 Screening Equipment Rental **\$10,500**

Compost screener

SOLID WASTE MANAGEMENT DIVISION COMPOST YARD OPERATIONS

Acct. Code	FY 2020	FY 2021	FY 2022		FY 2023	Change in Budget	
	ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	PROPOSED BUDGET	FY 22 to FY 23	
						\$	%
-5050							
<u>Salaries & Wages</u>							
-550.10-01 Salary/Hourly	\$ 93,379	\$ 1,344	\$ 1,393	\$ 1,400	\$ 1,441	\$ 48	3.4%
-550.10-02 Hourly		125,821	121,230	120,000	124,616	3,386	2.8%
-550.10-03 Overtime	8,825	1,573	600	600	600	-	0.0%
Total Salaries & Wages	102,204	128,738	123,223	122,000	126,657	3,434	2.8%
<u>Benefits</u>							
-550.11-10 FICA	7,669	9,856	9,390	9,300	9,623	233	2.5%
-550.11-12 Health Insurance	6,198	9,467	8,063	8,000	10,258	2,195	27.2%
-550.11-13 Dental Insurance	203	281	253	253	412	159	62.8%
-550.11-14 Life Insurance	259	299	266	250	272	6	2.3%
-550.11-15 Vision Insurance	51	105	61	80	83	22	36.1%
-550.11-17 457 City Match Contribution	3,488	3,936	4,083	38,800	3,733	(350)	-8.6%
-550.11-21 Workers Compensation	4,446	5,737	4,455	4,100	3,590	(865)	-19.4%
-550.11-22 Long-term Disability Insurance	340	455	453	350	453	-	0.0%
-550.11-25 MSRP Retirement	5,074	6,798	6,744	6,200	9,328	2,584	38.3%
Total Benefits	27,728	36,934	33,768	67,333	37,752	3,984	11.8%
<u>Other Operating Costs</u>							
-550.12-11 Travel & Training	-	495	-	-	500	500	100.0%
-550.34-20 Tipping Fees	3,280	5,118	2,000	2,000	4,000	2,000	100.0%
-550.36-10 Printing	75	-	275	150	275	-	0.0%
-550.36-43 Registration Fees/Classified ads	542	338	800	400	800	-	0.0%
-550.40-11 Bldg & Grounds maint-sediment excav.					5,500	5,500	100.0%
-550.48-55 Screening Equipment rental	9,950	9,500	10,500	10,500	10,500	-	0.0%
-550.60-10 General Supplies	730	938	800	800	950	150	18.8%
-550.62-10 Postage	12	18	25	25	25	-	0.0%
Total Other Operating Costs	14,589	16,407	14,400	13,875	22,550	8,150	56.6%
Total Compost Yard Operations	\$ 144,521	\$ 182,079	\$ 171,391	\$ 203,208	\$ 186,959	\$ 15,568	9.1%

STREET MANAGEMENT & PARKING LOT DIVISION



The Street Management and Parking Lots division includes the following programs: Street Cleaning (5013); Signage (5014); Street Maintenance (5015); Snow and Ice Control (5017); Parking Lot Maintenance (5024); and Parking Garage (5027).

Summary of Expenditures	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget	Change in Budget \$	%
Street Management & Parking Lots	\$654,452	\$782,106	\$936,625	\$1,015,784	\$79,149	8.5%
Street Cleaning (5013)	61,851	71,382	85,639	87,432	1,793	2.1%
Signage (5014)	105,610	91,159	131,418	134,281	2,863	2.2%
Street Maintenance (5015)	324,613	296,253	381,090	420,913	39,823	10.4%
Snow & Ice Control (5017)	13,504	221,873	245,711	263,833	18,112	7.4%
Parking Lot Maintenance (5024)	27,797	28,528	40,651	29,309	(11,342)	-27.9%
Parking Garage (5027)	121,076	72,911	52,116	80,016	27,900	53.5%

KEY PERFORMANCE MEASURES

PUBLIC WORKS -STREETS & PARKING LOTS:

Goal: Measure	FY2020 Target Actual		FY2021 Target Estimate		FY2022 Target
Excellent Services					
Number of days sweeping streets (110 lane miles, approximately 11 miles/day)	65	62	87	100	100
	250	278	250	280	275
Number of sign work orders completed	12,500	12,632	15,000	6,600	11,000
Linear feet of pavement markings completed					
Number of times parking facilities are swept	125	119	160	170	175

STREET MANAGEMENT AND PARKING LOTS DIVISION

STREET CLEANING

PROGRAM #5013



The City has partnered with three neighboring municipalities (Berwyn Heights, Greenbelt, and New Carrollton) to jointly purchase, operate, and maintain the Four Cities Sweeper. The sweeper is garaged in Greenbelt, and operated by a Greenbelt employee. 110 lane miles of City streets are swept 10 times annually, utilizing the Four Cities Sweeper. Street sweeping signs are posted prior to sweeping to encourage off street parking if possible.

SIGNIFICANT ACCOMPLISHMENTS:

- Four-City street sweeper swept City streets 10 times for a total of 92 days.
- 87.46 tons of collected debris was disposed of.
- A memorandum of understanding was executed between the City and MDOT-SHA for reimbursement of street sweeping on State roads in the City.

BUDGET HIGHLIGHTS:

- There are no changes expected in the operations of this department.
- Capital outlay includes a request for an enclosed container to store street sweeping debris until it is disposed of, so it is not exposed to rainwater as required by the Maryland Department of the Environment.

PERSONNEL:

Authorized Position	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Crew Supervisor	0.01	0.02	0.02	0.02
Motor Equipment Operator	0.05	0.27	0.26	0.26
Total Personnel	0.06	0.29	0.28	0.28

SUMMARY OF EXPENDITURES:

Type	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Salaries & Wages	\$16,495	\$15,758	\$23,810	\$20,084
Benefits	5,187	6,933	8,329	7,398
Other Operating Costs	40,169	48,691	53,500	54,950
Capital	-	-	-	5,000
Total Expenditures	\$61,851	\$71,382	\$85,639	\$87,432

OTHER OPERATING COSTS:

-550.34-20 Tipping Fees **\$9,000**

Containers of street sweeping residue at \$550 each.

-550.36-50 Sweeper Shared Maintenance **\$40,000**

City's share of "Four Cities" street sweeper costs: Maintenance and operator labor.

STREET MANAGEMENT AND PARKING LOTS DIVISION
STREET CLEANING

Acct. Code		FY 2020	FY 2021	FY 2022		FY 2023	Change in Budget	
		ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	PROPOSED BUDGET	FY 22 to FY 23	
							\$	%
-5013								
	<u>Salaries & Wages</u>							
-550.10-02	Hourly	\$ 15,916	\$ 15,715	\$ 23,785	\$ 18,500	\$ 20,034	\$ (3,751)	-15.8%
-550.10-03	Overtime	579	43	25	25	50	25	100.0%
	Total Salaries & Wages	16,495	15,758	23,810	18,525	20,084	(3,726)	-15.6%
	<u>Benefits</u>							
-550.11-10	FICA	1,237	1,136	1,744	1,417	1,460	(284)	-16.3%
-550.11-12	Health Insurance	1,651	3,650	3,397	3,397	3,065	(332)	-9.8%
-550.11-13	Dental Insurance	98	181	282	280	268	(14)	-5.0%
-550.11-14	Life Insurance	18	43	59	48	46	(13)	-22.0%
-550.11-15	Vision Insurance	28	54	67	67	61	(6)	-9.0%
-550.11-17	457 City Match Contribution	511	264	527	280	375	(152)	-28.8%
-550.11-18	401A Retirement	54	-	-	4	-	-	0.0%
-550.11-21	Workers Compensation	721	694	857	705	566	(291)	-34.0%
-550.11-22	Long-term Disability Insurance	56	53	88	80	74	(14)	-15.9%
-550.11-25	MSRP Retirement	813	858	1,308	1,100	1,483	175	13.4%
	Total Benefits	5,187	6,933	8,329	7,378	7,398	(931)	-11.2%
	<u>Other Operating Costs</u>							
-550.34-20	Tipping Fees	3,387	7,413	8,000	7,000	9,000	1,000	12.5%
-550.36-50	Sweeper Shared Maintenance	32,523	35,509	40,000	38,000	40,000	-	0.0%
-550.60-10	General Supplies	83	31	100	100	100	-	0.0%
-550.60-40	Signs	3,911	5,452	5,000	4,800	5,500	500	10.0%
-550.65-13	Water	265	286	400	300	350	(50)	-12.5%
	Total Other Operating Costs	40,169	48,691	53,500	50,200	54,950	1,450	2.7%
	<u>Capital Outlay</u>							
-550.92-20	Equipment			-		5,000	5,000	100.0%
	Total Street Cleaning	\$ 61,851	\$ 71,382	\$ 85,639	\$ 76,103	\$ 87,432	\$ 1,793	2.1%

STREET MANAGEMENT AND PARKING LOTS DIVISION

SIGNAGE

PROGRAM #5014



This program is responsible for maintaining traffic and parking control signs, street name signs, decorative banners, and other City signage. An inventory of signs is maintained to facilitate timely replacement of missing and damaged street name, parking, and traffic control signs. A neighborhood sign inspection program is used to monitor and replace signage regularly.

SIGNIFICANT ACCOMPLISHMENTS:

- 394 signage related work orders were completed.

BUDGET HIGHLIGHTS:

- No significant changes in operations.

PERSONNEL:

Authorized Position	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Crew Supervisor	0.10	0.10	0.10	0.10
Motor Equipment Operator	1.00	1.00	0.90	0.90
Inventory Control Clerk	-	-	0.15	0.15
Total Personnel	1.10	1.10	1.15	1.15

SUMMARY OF EXPENDITURES:

Type	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Salaries & Wages	\$50,499	\$50,788	\$74,170	\$ 76,655
Benefits	19,470	20,524	26,498	26,376
Other Operating Costs	35,641	19,847	30,750	31,250
Capital	-	-	-	-
Total Expenditures	\$105,610	\$91,159	\$131,418	\$134,281

OTHER OPERATING COSTS:

-550.60-40 Signs

Square sign poles - 50 at \$48 each	\$ 2,400
Street name signs – 200 at \$35 each	7,000
Regulatory traffic control signs – white on red and black on white	4,500
Warning signs – black on yellow	4,500
Parking control signs	1,800
Specialty signs	1,500
Hardware	1,200
U-channels	2,000
Replace missing/damaged gateway, historic toppers, ATHA signs & other signs	5,600
	\$30,500

STREET MANAGEMENT AND PARKING LOTS DIVISION
SIGNAGE

Acct. Code	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022		FY 2023 PROPOSED BUDGET	Change in Budget FY 22 to FY 23	
			ADJUSTED BUDGET	Estimated FY Total		\$	%
-5014							
	<u>Salaries & Wages</u>						
-550.10-02 Hourly	\$ 47,296	\$ 50,262	\$ 74,070	\$ 60,000	\$ 76,405	\$ 2,335	3.2%
-550.10-03 Overtime	3,203	526	100	100	250	150	150.0%
Total Salaries & Wages	50,499	50,788	74,170	60,100	76,655	2,485	3.4%
	<u>Benefits</u>						
-550.11-10 FICA	3,590	3,620	5,277	4,598	5,397	120	2.3%
-550.11-12 Health Insurance	8,920	9,553	10,845	10,000	9,527	(1,318)	-12.2%
-550.11-13 Dental Insurance	970	1,015	1,593	1,350	1,593	-	0.0%
-550.11-14 Life Insurance	91	133	187	187	187	-	0.0%
-550.11-15 Vision Insurance	206	216	319	260	319	-	0.0%
-550.11-17 457 City Match Contribution	843	907	1,251	1,000	1,251	-	0.0%
-550.11-21 Workers Compensation	2,197	2,263	2,678	2,305	2,166	(512)	-19.1%
-550.11-22 Long-term Disability Insurance	177	185	274	195	282	8	2.9%
-550.11-25 MSRP Retirement	2,476	2,632	4,074	3,300	5,654	1,580	38.8%
Total Benefits	19,470	20,524	26,498	23,195	26,376	(122)	-0.5%
	<u>Other Operating Costs</u>						
-550.60-10 General Supplies	351	200	500	250	500	-	0.0%
-550.60-15 Small Tools	284	-	250	250	250	-	0.0%
-550.60-40 Signs	35,006	19,647	30,000	25,000	30,500	500	1.7%
Total Other Operating Costs	35,641	19,847	30,750	25,500	31,250	500	1.6%
Total Signage	\$ 105,610	\$ 91,159	\$ 131,418	\$ 108,795	\$ 134,281	\$ 2,863	2.2%

STREET MANAGEMENT AND PARKING LOTS DIVISION

STREET MAINTENANCE

PROGRAM #5015



This program is responsible for maintaining pavement markings on City streets. Pothole repairs are also covered under this program. Street lighting utility usage and maintenance is included in this program. The City is entering into an agreement with Prince George's County to accept the maintenance of Rhode Island Avenue from Greenbelt road to Paducah Road, which includes maintenance of the traffic signal at Edgewood Road.

SIGNIFICANT ACCOMPLISHMENTS:

- 85 potholes were filled.
- Masonry repair of the deteriorating brick Yarrow neighborhood entrance monument at Knoxville Road was completed.

BUDGET HIGHLIGHTS:

- Funding increase provided for traffic signal maintenance on Rhode Island Avenue received from Prince George's County.
- Request for purchase of additional holiday decorations for City Hall.

PERSONNEL:

Authorized Position	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Crew Supervisor	0.10	0.10	0.20	0.20
Motor Equipment Operator	0.35	0.35	0.30	0.30
Maintenance Worker	0.75	0.75	0.80	0.80
Total Personnel	1.20	1.20	1.30	1.30

SUMMARY OF EXPENDITURES:

Type	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Salaries & Wages	\$ 57,354	\$ 53,510	\$ 72,315	\$ 80,564
Benefits	18,022	19,544	26,775	27,849
Other Operating Costs	249,237	223,199	282,000	312,500
Capital	-	-	-	-
Total Expenditures	\$324,613	\$296,253	\$381,090	\$420,913

OTHER OPERATING COSTS:**-550.30-14 Maintenance - Rhode Island Traffic Signal \$22,500**

Maintenance of the Rhode Island Traffic Signal

-550.34-38 Striping

Crosswalks 100 at \$100	\$ 10,000
Stop bars 100 at \$40	4,000
Double yellow centerline 15,000 ft at \$0.45/ft	6,750
White shoulder line 17,000 ft. at \$0.25/ft	4,250
Speed humps 96 at \$75	7,200
Driveway hash-outs & on-street parking spaces	895
Single yellow centerline	825
Other	1,080
	\$35,000

-550.60-10 General Supplies \$10,000

Traffic paint, pothole patch

-550.65-10 Electricity \$230,000

Electricity for Citywide street lighting, estimated based on current usage, utilizing Montgomery County aggregation contract rates. Contract includes 50% wind power.

STREET MANAGEMENT AND PARKING LOTS DIVISION
STREET MAINTENANCE

Acct. Code		FY 2020	FY 2021	FY 2022		FY 2023	Change in Budget	
		ACTUAL	ACTUAL	ADJUSTED	Estimated	PROPOSED	FY 22 to FY 23	
				BUDGET	FY Total	BUDGET	\$	%
-5015	<u>STREET MAINTENANCE</u>							
	<u>Salaries & Wages</u>							
-550.10-02	Hourly	\$ 55,432	\$ 52,900	\$ 72,040	\$ 67,000	\$ 80,064	\$ 8,024	11.1%
-550.10-03	Overtime	1,922	610	275	250	500	225	81.8%
	Total Salaries & Wages	57,354	53,510	72,315	67,250	80,564	8,249	11.4%
	<u>Benefits</u>							
-550.11-10	FICA	4,277	3,882	5,189	5,145	5,720	531	10.2%
-550.11-12	Health Insurance	5,933	8,661	12,488	12,488	11,421	(1,067)	-8.5%
-550.11-13	Dental Insurance	777	599	699	650	708	9	1.3%
-550.11-14	Life Insurance	257	150	205	175	220	15	7.3%
-550.11-15	Vision Insurance	164	136	128	128	128	-	0.0%
-550.11-17	457 City Match Contribution	752	832	1,264	1,100	1,212	(52)	-4.1%
-550.11-21	Workers Compensation	2,591	2,379	2,574	2,400	2,245	(329)	-12.8%
-550.11-22	Long-term Disability Insurance	204	191	266	210	270	4	1.5%
-550.11-25	MSRP Retirement	3,067	2,714	3,962	3,450	5,925	1,963	49.5%
	Total Benefits	18,022	19,544	26,775	25,746	27,849	1,074	4.0%
	<u>Other Operating Costs</u>							
-550.30-14	Maint.-traffic signal-Rhode Island Ave					22,500		
-550.34-38	Striping	13,950	8,891	35,000	28,000	35,000	-	0.0%
-550.40-11	Buildings & Grounds maintenance	598	189	4,000	3,000	4,000	-	0.0%
-550.40-30	Streetscape lighting maint.		396	6,000	2,200	6,000	-	0.0%
-550.40-31	Streetlight repairs & maintenance	870	713	2,000	1,000	2,000	-	0.0%
-550.40-99	Holiday decorations-City Hall Plaza	4,884	4,941	-	-	3,000	3,000	100.0%
-550.60-10	General Supplies	8,483	7,014	10,000	9,500	10,000	-	0.0%
-550.65-10	Electricity - Street lighting	220,452	201,055	225,000	205,000	230,000	5,000	2.2%
	Total Other Operating Costs	249,237	223,199	282,000	248,700	312,500	30,500	10.8%
	Total Street Maintenance	\$ 324,613	\$ 296,253	\$ 381,090	\$ 341,696	\$ 420,913	\$ 39,823	10.4%

STREET MANAGEMENT AND PARKING LOTS DIVISION

SNOW & ICE CONTROL

PROGRAM #5017



Public Works employees pre-treat, plow and salt City streets and parking lots to clear snow and ice. A snow removal plan is published annually, with designated priority routes. The City purchases salt brine from a local vendor to perform pre-treatment of streets using in-house staff. Automated Vehicle Locator (AVL) is installed in snow removal vehicles to track snow removal progress that is accessible to the public via a citizen portal. Public Works has a salt dome to store an inventory of salt; the City sells salt to nearby municipalities during snow events.

SIGNIFICANT ACCOMPLISHMENTS:

- Responded to the 6 winter weather events.
- 589 tons of rock salt used to treat City roadways.
- 117 tons of rock salt sold to other municipalities.
- We deployed our salt brine tank equipment in advance of 2 predicted events, to pre-treat the roads to prevent ice and snow bonding to the pavement.
- A new roof was installed on the salt dome, and repairs were made to the concrete foundation wall.

BUDGET HIGHLIGHTS:

- No significant changes are expected in operations.

PERSONNEL:

Authorized Position	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Crew Supervisor	0.10	0.10	0.10	0.10
Fleet Supervisor	0.05	0.05	-	-
Mechanic	0.10	0.10	-	-
Inventory Control Clerk	0.05	0.05	-	-
Motor Equipment Operator	0.65	0.65	0.70	0.70
Maintenance Worker	0.40	0.40	0.62	0.62
Landscape Supervisor	0.04	0.04	0.05	0.05
Lead Groundskeeper	0.05	0.05	0.05	0.05
Groundskeeper	0.05	0.05	0.05	0.05
Facilities Maintenance Worker	0.05	0.05	0.05	0.05
Lead Custodian	0.05	0.05	0.05	0.05
Custodial worker	0.05	0.05	0.05	0.05
Total Personnel	1.64	1.64	1.72	1.72

SUMMARY OF EXPENDITURES:

Type	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Salaries & Wages	\$ 6,770	\$92,746	\$138,238	\$151,240
Benefits	(2,578)	26,243	29,533	34,093
Other Operating Costs	9,312	102,884	77,950	78,500
Capital	-	-	-	-
Total Expenditures	\$13,504	\$221,873	\$245,721	\$263,833

EXPLANATION/DETAIL FOR CERTAIN LINE ITEMS

OTHER OPERATING COSTS:

-550.12-11 Travel & Training \$1,000

In-house training - Snow Preparedness Day

-550.60-12 Road Salt \$70,000

Road salt (665 tons at approximately \$70/ton = \$46,550); Magnesium chloride solution (4,500 gallons at \$1.05/gal = \$4,725); sidewalk de-icer (\$1,125); Salt Brine (8 events @ \$2,200/event = \$17,600)

STREET MANAGEMENT AND PARKING LOTS DIVISION SNOW AND ICE CONTROL

Acct. Code	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022		FY 2023 PROPOSED BUDGET	Change in Budget FY 22 to FY 23	
			ADJUSTED BUDGET	Estimated FY Total		\$	%
-5017							
<u>Salaries & Wages</u>							
-550.10-02 Hourly	\$ 1,469	\$ 38,655	\$ 83,238	\$ 40,000	\$ 95,240	\$ 12,002	14.4%
-550.10-03 Overtime	5,301	54,091	55,000	48,000	56,000	1,000	1.8%
Total Salaries & Wages	6,770	92,746	138,238	88,000	151,240	13,002	9.4%
<u>Benefits</u>							
-550.11-10 FICA	507	6,892	6,110	3,672	7,204	1,094	17.9%
-550.11-12 Health Insurance	(3,692)	10,360	12,700	10,000	13,496	796	6.3%
-550.11-13 Dental Insurance	29	558	726	500	916	190	26.2%
-550.11-14 Life Insurance	9	155	236	200	283	47	19.9%
-550.11-15 Vision Insurance	8	129	154	150	192	38	24.7%
-550.11-17 457 City Match Contribution	149	1,349	1,670	1,400	1,618	(52)	-3.1%
-550.11-18 401A Retirement	31	398	399	390	557	158	39.6%
-550.11-21 Workers Compensation	287	4,075	2,998	2,500	2,786	(212)	-7.1%
-550.11-22 Long-term Disability Insurance	6	177	294	200	358	64	21.8%
-550.11-25 MSRP Retirement	88	2,150	4,246	3,000	6,683	2,437	57.4%
Total Benefits	(2,578)	26,243	29,533	22,012	34,093	4,560	15.4%
<u>Other Operating Costs</u>							
-550.12-11 Travel & Training	907	518	950	950	1,000	50	5.3%
-550.34-70 Contract Plowing	-	-	5,000	1,292	5,000	-	0.0%
-550.60-10 General Supplies	1,266	2,748	2,000	2,400	2,500	500	25.0%
-550.60-12 Road Salt	7,139	42,811	70,000	40,000	70,000	-	0.0%
-550.69-10 Miscellaneous/Salt Dome repairs	-	56,807	-	-	-	-	0.0%
Total Other Operating Costs	9,312	102,884	77,950	44,642	78,500	550	0.7%
Total Snow & Ice Control	\$ 13,504	\$ 221,873	\$ 245,721	\$ 154,654	\$ 263,833	\$ 18,112	7.4%

STREET MANAGEMENT AND PARKING LOTS DIVISION

PARKING LOT MAINTENANCE

PROGRAM #5024



This program maintains City-owned and leased parking lots. Lots are re-striped annually. Parking meter posts and bumper blocks are repaired on a regular basis. The City has its own small sweeper to clean metered parking areas, the downtown parking garage and other areas as assigned on a daily basis. The department cooperates with Parking Enforcement to complete maintenance requests at City parking facilities.

SIGNIFICANT ACCOMPLISHMENTS:

- Parking lots were swept 191 days.

BUDGET HIGHLIGHTS:

- No new funding requests for this program.

PERSONNEL:

Authorized Position	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Crew Supervisor	0.10	0.04	-	-
Supply Clerk	-	-	-	-
Motor Equipment Operator	0.36	0.31	0.31	0.31
Maintenance Worker	0.04	0.04	-	-
Total Personnel	0.50	0.39	0.31	0.31

SUMMARY OF EXPENDITURES:

Type	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Salaries & Wages	\$17,764	\$21,706	\$28,085	\$20,134
Benefits	5,855	6,650	9,066	5,875
Other Operating Costs	4,178	172	3,500	3,300
Capital	-	-	-	-
Total Expenditures	\$27,797	\$28,528	\$40,651	\$29,309

EXPLANATION/DETAIL FOR CERTAIN LINE ITEMS

OTHER OPERATING COSTS:

-550.34-38 Striping	\$3,000
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Parking lot striping for 10 lots in the City

STREET MANAGEMENT AND PARKING LOTS DIVISION

PARKING LOT MAINTENANCE

Acct. Code		FY 2020	FY 2021	FY 2022		FY 2023	Change in Budget	
		ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	PROPOSED BUDGET	FY 22 to FY 23	
							\$	%
-5024								
	<u>Salaries & Wages</u>							
-550.10-02	Hourly	\$ 17,064	\$ 21,601	\$ 27,985	\$ 23,000	\$ 20,034	\$ (7,951)	-28.4%
-550.10-03	Overtime	700	105	100	50	100	-	0.0%
	Total Salaries & Wages	17,764	21,706	28,085	23,050	20,134	(7,951)	-28.3%
	<u>Benefits</u>							
-550.11-10	FICA	1,296	1,585	2,055	1,850	1,470	(585)	-28.5%
-550.11-12	Health Insurance	2,179	2,084	3,387	2,200	1,562	(1,825)	-53.9%
-550.11-13	Dental Insurance	307	391	480	460	423	(57)	-11.9%
-550.11-14	Life Insurance	30	61	72	70	51	(21)	-29.2%
-550.11-15	Vision Insurance	67	87	101	100	83	(18)	-17.8%
-550.11-17	457 City Match Contribution	223	230	313	250	156	(157)	-50.2%
-550.11-21	Workers Compensation	780	968	1,016	1,000	574	(442)	-43.5%
-550.11-22	Long-term Disability Insurance	61	81	103	90	74	(29)	-28.2%
-550.11-25	MSRP Retirement	912	1,163	1,539	1,300	1,482	(57)	-3.7%
	Total Benefits	5,855	6,650	9,066	7,320	5,875	(3,191)	-35.2%
	<u>Other Operating Costs</u>							
-550.34-38	Striping	4,178	-	3,000	2,500	3,000	-	0.0%
-550.40-45	Welding Services	-	-	200	-	-	(200)	-100.0%
-550.60-10	General Supplies	-	172	300	300	300	-	0.0%
	Total Other Operating Costs	4,178	172	3,500	2,800	3,300	(200)	-5.7%
	Total Parking Lot Maintenance	\$ 27,797	\$ 28,528	\$ 40,651	\$ 33,170	\$ 29,309	\$ (11,342)	-27.9%

STREET MANAGEMENT AND PARKING LOTS DIVISION

PARKING GARAGE

PROGRAM #5027



This program is responsible for the maintenance, cleaning, striping, elevator maintenance, and utility use at the downtown parking garage at Yale Avenue and Knox Road.

The parking garage was built in 2007 and while routine maintenance and some major maintenance has been performed over the years, there are significant repairs/renovations that need to be completed annually to maintain the structure. To identify and plan for those costs, a 5-year Condition Assessment has been completed for the parking garage by a consultant. The report recommends a multi-year phased in implementation of restorative repairs. These costs are budgeted in the CIP – Facilities Capital reserve project.

The most significant and near-term conditions requiring attention are repairs to the concrete decking and expansion joints.

SIGNIFICANT ACCOMPLISHMENTS:

- Scheduled on-going maintenance and repair of concrete expansion joints on levels 4 and 5, and crack sealing of the concrete decking.
- The interior parking decks were power washed by staff, and the interior stairwell is power washed at least one time per month, weather permitting.

BUDGET HIGHLIGHTS:

- Major repairs/renovations program included in CIP-Facilities Capital Reserve.

PERSONNEL:

Authorized Position	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Crew Supervisor	0.11	0.11	0.10	0.10
Facility Maintenance Worker	0.10	0.10	0.10	0.10
Total Personnel	0.21	0.21	0.20	0.20

SUMMARY OF EXPENDITURES:

Type	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Salaries & Wages	\$ 15,331	\$11,166	\$13,867	\$14,662
Benefits	7,762	5,472	7,269	7,899
Other Operating Costs	97,983	56,273	30,980	57,455
Capital	-	-	-	-
Total Expenditures	\$121,076	\$72,911	\$52,116	\$80,016

OTHER OPERATING COSTS:

-550.40-11 Buildings & Grounds Maintenance**\$25,000**

For routine maintenance, major rehab and renovations are included in the CIP-Facilities Capital Reserve Project

-550.45-16 Building Services Contracts**\$6,000**

Elevator & emergency phone monitoring (\$4,500); elevator smoke alarm testing (\$1,200); fire extinguisher inspection & service (\$300)

-550.48-11 Tools & Equipment Rental**\$3,000**

Mobile pressure washer to clean parking decks.

STREET MANAGEMENT AND PARKING LOTS DIVISION
PARKING GARAGE

Acct. Code	FY 2020		FY 2021		FY 2022		FY 2023		Change in Budget	
	ACTUAL		ACTUAL		ADJUSTED BUDGET	Estimated FY Total	PROPOSED BUDGET		FY 22 to FY 23	
									\$	%
-5027										
	<u>Salaries & Wages</u>									
-550.10-02	Hourly	\$ 14,755	\$ 11,110	\$ 13,767	\$ 13,767	\$ 14,562	\$ 795	5.8%		
-550.10-03	Overtime	576	56	100	100	100	-	0.0%		
	Total Salaries & Wages	15,331	11,166	13,867	13,867	14,662	795	5.7%		
	<u>Benefits</u>									
-550.11-10	FICA	1,096	810	984	984	1,030	46	4.7%		
-550.11-12	Health Insurance	4,361	3,100	4,452	4,450	4,797	345	7.7%		
-550.11-13	Dental Insurance	269	108	133	200	132	(1)	-0.8%		
-550.11-14	Life Insurance	27	29	33	33	33	-	0.0%		
-550.11-15	Vision Insurance	66	46	55	60	55	-	0.0%		
-550.11-17	457 City Match Contribution	415	251	313	313	313	-	0.0%		
-550.11-21	Workers Compensation	694	493	491	580	407	(84)	-17.1%		
-550.11-22	Long-term Disability Insurance	37	38	51	75	54	3	5.9%		
-550.11-25	MSRP Retirement	797	597	757	757	1,078	321	42.4%		
	Total Benefits	7,762	5,472	7,269	7,452	7,899	630	8.7%		
	<u>Other Operating Costs</u>									
-550.34-38	Striping	450	-	2,500	3,327	3,500	1,000	40.0%		
-550.40-11	Buildings & Grounds - maintenance	30,324	33,238	-	-	25,000	25,000	100.0%		
-550.40-17	Alarm System	1,027	-	800	-	800	-	0.0%		
-550.40-18	Security Cameras	-	-	500	-	500	-	0.0%		
-550.40-25	HVAC Repairs	1,415	440	1,500	750	1,500	-	0.0%		
-550.40-50	Electrical Repairs	-	615	500	500	500	-	0.0%		
-550.42-10	Building Cleaning (Exterior powerwash)	15,425	-	-	-	-	-	0.0%		
-550.45-16	Building Services contracts	5,497	5,534	5,700	5,700	6,000	300	5.3%		
-550.45-21	Backflow Prevention Valve	600	732	600	600	750	150	25.0%		
-550.45-22	Security Alarm Monitoring	828	1,128	1,000	1,000	1,000	-	0.0%		
-550.45-99	Pest control - exterior rodents	384	408	500	450	525	25	5.0%		
-550.48-11	Tools & Equipment rental	2,250	-	3,000	2,000	3,000	-	0.0%		
-550.60-10	General Supplies	433	351	500	400	500	-	0.0%		
-550.60-40	Signs	1,088	(432)	400	250	400	-	0.0%		
-550.65-10	Electricity	12,952	13,299	13,000	12,000	13,000	-	0.0%		
-550.66-99	Communications	25,310	960	480	480	480	-	0.0%		
	Total Other Operating Costs	97,983	56,273	30,980	27,457	57,455	26,475	85.5%		
	Total Parking Garage	\$ 121,076	\$ 72,911	\$ 52,116	\$ 48,776	\$ 80,016	\$ 27,900	53.5%		

DEPARTMENT OF PUBLIC WORKS

BUILDINGS & GROUNDS DIVISION



The Buildings & Ground Division comprises the programs for: Public Works Buildings (5018); Recreation Facilities Maintenance (5019); Facilities Maintenance (5028); Turf and Right-of-Way Maintenance (5016); Tree and Landscape Maintenance (5020).

Summary of Expenditures	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget	Change \$	in Budget %
Buildings & Grounds	\$1,078,317	\$989,751	\$1,376,758	\$1,571,011	\$194,253	14.1%
Public Works Buildings (5018)	72,871	64,985	74,164	87,006	12,842	17.3%
Recreational Fac. Maint. (5019)	161,608	156,674	171,455	160,834	(10,621)	-6.2%
Building Maintenance (5028)	301,829	299,148	446,578	587,099	140,521	31.5%
Turf & Right of Way Maint. (5016)	63,831	69,267	73,700	76,905	3,205	4.3%
Tree & Landscape Maint. (5020)	478,186	399,677	610,862	659,167	48,305	7.9%

KEY PERFORMANCE MEASURES

PUBLIC WORKS - BUILDINGS & GROUNDS:

Goal: Measure	FY2020 Target Actual		FY2021 Target Estimate		FY2022 Target
Maintaining facilities and Excellent Services					
Number of City building repair/maintenance work orders completed	250	252	275	195	160
Number of playground facilities and landscaping repair/maintenance work orders completed	50	43	60	70	75
Number of trees planted in the right-of-way ¹	40	30	50	60	70
Number of trees removed from the right-of-way ¹	40	42	45	45	45

¹ - excluding utility companies

PUBLIC WORKS BUILDINGS

PROGRAM #5018



The department is responsible for maintaining buildings at the Public Works facility, along with other facilities, including the Calvert Road Metro station underpass, the Veterans Memorial, and financial support for the maintenance of the Berwyn Road pedestrian overpass. Maintenance activities include electrical, plumbing, HVAC, alarm monitoring and repairs, and roofing repairs along with general facility maintenance.

SIGNIFICANT ACCOMPLISHMENTS:

- A public electric vehicle charging station was installed in the public works parking area, which was funded by PEPCO.
- Constructed a partition and installed a door to create an office space for the Fleet Supervisor in the Fleet garage.
- The tension spring on the large overhead fleet garage door was repaired.
- The air conditioning unit in the server room in Davis Hall administration was replaced with an upgraded unit for improved performance due to the increase in IT equipment.

BUDGET HIGHLIGHTS:

- No significant changes in the operations of this budget.
- Capital outlay includes a request for an upgraded camera system at DPW.

PERSONNEL:

Authorized Position	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Facilities Maintenance Worker	0.05	0.05	0.08	0.08
Lead Custodian	-	-	0.05	0.05
Custodial Worker	-	-	0.05	0.05
Total Personnel	0.05	0.05	0.18	0.18

SUMMARY OF EXPENDITURES:

Type	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Salaries & Wages	\$14,136	\$15,089	\$17,748	\$19,335
Benefits	5,733	5,652	6,516	7,051
Other Operating Costs	49,340	44,244	49,900	50,620
Capital	3,662	-	-	10,000
Total Expenditures	\$72,871	\$64,985	\$74,164	\$87,006

OTHER OPERATING COSTS:

-550.34-50 Scheduled Maintenance - Contractual**\$6,000**

Berwyn overpass, Veterans Memorial & Calvert Road underpass and other as needed.

-550.40-11 Building & Grounds maintenance

Roofing repairs	\$ 1,000
Overhead garage door repairs	4,300
Fuel pump repairs	1,200
General repairs	2,500
Electrical & plumbing repairs	1,000
	\$10,000

**BUILDINGS AND GROUNDS DIVISION
PUBLIC WORKS BUILDINGS**

Acct. Code	FY 2020	FY 2021	FY 2022		FY 2023	Change in Budget	
	ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	PROPOSED BUDGET	FY 22 to FY 23	%
-5018						\$	%
<u>Salaries & Wages</u>							
-550.10-01 Salary/Hourly	\$ 13,099	\$ 6,549	\$ 6,909	\$ 6,800	\$ 17,335	\$ 10,426	150.9%
-550.10-02 Hourly		8,418	9,539	9,539		(9,539)	-100.0%
-550.10-03 Overtime	1,037	122	1,300	200	2,000	700	53.8%
Total Salaries & Wages	14,136	15,089	17,748	16,539	19,335	1,587	8.9%
<u>Benefits</u>							
-550.11-10 FICA	1,038	1,110	1,195	1,195	1,243	48	4.0%
-550.11-12 Health Insurance	2,897	2,638	3,404	3,300	3,654	250	7.3%
-550.11-13 Dental Insurance	102	95	102	102	102	-	0.0%
-550.11-14 Life Insurance	28	39	37	37	37	-	0.0%
-550.11-15 Vision Insurance	27	30	38	38	38	-	0.0%
-550.11-17 457 City Match Contribution	224	179	156	150	156	-	0.0%
-550.11-18 401A Retirement	133	135	149	140	155	6	4.0%
-550.11-21 Workers Compensation	621	677	590	590	488	(102)	-17.3%
-550.11-22 Long-term Disability Insurance	49	54	61	60	64	3	4.9%
-550.11-25 MSRP Retirement	615	695	784	784	1,114	330	42.1%
Total Benefits	5,733	5,652	6,516	6,396	7,051	535	8.2%
<u>Other Operating Costs</u>							
-550.30-11 Design & engineering	2,080	-	-	-	-	-	0.0%
-550.34-38 Striping	-	-	500	-	-	(500)	-100.0%
-550.34-50 Scheduled Maintenance-contract	5,000	3,837	6,500	4,000	6,000	(500)	-7.7%
-550.40-11 Buildings & Grounds maintenance	8,390	8,650	10,000	10,000	10,000	-	0.0%
-550.40-17 Alarm System maintenance	2,005	216	1,000	750	1,000	-	0.0%
-550.40-18 Security Cameras maintenance	-	-	500	-	500	-	0.0%
-550.40-25 HVAC Repairs	2,178	4,023	2,000	1,000	2,000	-	0.0%
-550.40-42 Generator Maintenance	3,627	4,401	3,000	1,800	4,000	1,000	33.3%
-550.45-16 Building Services contracts	900	606	700	400	700	-	0.0%
-550.45-21 Backflow Prevention Valve	968	732	1,000	500	1,000	-	0.0%
-550.45-22 Security Alarm Monitoring	3,257	3,354	4,500	4,500	4,500	-	0.0%
-550.45-23 Pest Control	4,641	2,677	2,500	2,500	2,720	220	8.8%
-550.60-10 General Supplies	1,395	435	2,500	800	2,000	(500)	-20.0%
-550.65-10 Electricity	10,772	10,661	10,200	10,200	11,000	800	7.8%
-550.65-11 Natural Gas	1,771	2,069	2,000	1,800	2,200	200	10.0%
-550.65-13 Water & Sewer	2,356	2,583	3,000	2,800	3,000	-	0.0%
Total Other Operating Costs	49,340	44,244	49,900	41,050	50,620	720	1.4%
<u>Capital Outlay</u>							
-550.92-52 Equipment - (security cameras FY23)	2,762	-	-	-	10,000	10,000	100.0%
-550.93-20 Office Furniture	900	-	-	-	-	-	0.0%
Total Capital Outlay	3,662	-	-	-	10,000	10,000	100.0%
Total Public Works Buildings	\$ 72,871	\$ 64,985	\$ 74,164	\$ 63,985	\$ 87,006	\$ 12,842	17.3%

RECREATION FACILITIES MAINTENANCE

PROGRAM #5019



This program provides for maintenance of recreation facilities and athletic fields, and maintenance of eight City playgrounds. Maintenance of Duvall Field concession building and field lights, as well as underground sprinkler systems at Duvall athletic fields, are included in this program.

SIGNIFICANT ACCOMPLISHMENTS:

- A belt seat swing was replaced with a new accessible swing seat at Calvert Hills playground.
- Two new park facilities (Hollywood Gateway Park and Hollywood Dog Park) were added to the regular maintenance schedule.
- Two overhead solar powered lights were installed in the Hollywood Dog Park.

BUDGET HIGHLIGHTS:

- No changes in the operations of this budget.

PERSONNEL:

Authorized Position	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Assistant Director	0.10	0.10	0.10	0.10
Landscape Supervisor	0.20	0.20	0.15	0.15
Maintenance Worker	1.94	1.94	1.90	1.90
Facilities Maintenance Worker	-	-	0.01	0.01
Total Personnel	2.24	2.24	2.16	2.16

SUMMARY OF EXPENDITURES:

Type	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Salaries & Wages	\$ 97,541	\$ 86,807	\$ 96,043	\$101,355
Benefits	42,792	45,166	45,127	29,169
Other Operating Costs	21,267	24,701	30,285	30,310
Capital	-	-	-	-
Total Expenditures	\$161,600	\$156,674	\$171,455	\$160,834

OTHER OPERATING COSTS:

-550.40-11 Building & Grounds Maintenance

Electrical repairs – blockhouse, fields lights, tot lot lights	\$ 5,000
General repairs	3,000
Fence repairs	2,000
Stripe athletic fields at Duvall Field	5,000
	\$15,000

-550.60-13 Ground & Fields Supplies**\$2,500**

Seed/sod and fertilizer for Duvall field, Calvert Rd field & tot lots.

BUILDINGS AND GROUNDS DIVISION
RECREATIONAL FACILITIES MAINTENANCE

Acct. Code	FY 2020		FY 2021		FY 2022		FY 2023	Change in Budget	
	ACTUAL		ACTUAL		ADJUSTED BUDGET	Estimated FY Total	PROPOSED BUDGET	FY 22 to FY 23	
-5019								\$	%
	<u>Salaries & Wages</u>								
-550.10-01	\$ 93,442	\$	13,444	\$	13,928	\$ 13,920	\$ 14,407	\$ 479	3.4%
-550.10-02			73,065		82,015	82,000	86,848	4,833	5.9%
-550.10-03	4,099		298		100	50	100	-	0.0%
Total Salaries & Wages	97,541		86,807		96,043	95,970	101,355	5,312	5.5%
	<u>Benefits</u>								
-550.11-10	7,072		6,404		6,973	7,342	7,905	932	13.4%
-550.11-12	23,054		26,850		26,431	20,000	8,337	(18,094)	-68.5%
-550.11-13	676		669		904	780	859	(45)	-5.0%
-550.11-14	368		326		360	290	352	(8)	-2.2%
-550.11-15	235		262		244	244	244	-	0.0%
-550.11-17	1,567		1,550		1,160	1,100	665	(495)	-42.7%
-550.11-21	4,278		3,936		3,423	3,300	2,940	(483)	-14.1%
-550.11-22	348		287		355	300	374	19	5.4%
-550.11-25	5,196		4,882		5,277	4,950	7,493	2,216	42.0%
Total Benefits	42,792		45,166		45,127	38,306	29,169	(15,958)	-35.4%
	<u>Other Operating Costs</u>								
-550.12-11	705		-		300	600	700	400	133.3%
-550.40-11	9,122		14,477		15,000	13,500	15,000	-	0.0%
-550.40-13	469		215		300	300	300	-	0.0%
-550.45-16	963		960		750	750	975	225	30.0%
-550.45-21	400		488		400	400	500	100	25.0%
-550.48-17	-		-		200	-	200	-	0.0%
-550.60-10	610		221		800	400	800	-	0.0%
-550.60-13	1,598		1,934		3,000	1,800	2,500	(500)	-16.7%
-550.65-10	3,357		2,699		4,500	3,200	4,500	-	0.0%
-550.65-13	4,008		3,671		5,000	5,000	4,800	(200)	-4.0%
-550.67-10	35		36		35	35	35	-	0.0%
Total Other Operating Costs	21,267		24,701		30,285	25,985	30,310	25	0.1%
	<u>Capital Outlay</u>								
-550.95-10	-		-		-	1,583	-	-	0.0%
Total Capital Outlay	-		-		-	1,583	-	-	0.0%
Total Recreational Facilities Maint.	\$ 161,600	\$	156,674	\$	171,455	\$ 161,844	\$ 160,834	\$ (10,621)	-6.2%

BUILDING MAINTENANCE

PROGRAM #5028



This program is responsible for maintenance and repairs of City buildings, including heating, ventilation, and air conditioning systems (HVAC), painting and minor repairs, alarm monitoring service, and pest control at Old Parish House and Youth and Family Services buildings. Custodial maintenance of City buildings associated with this program include personnel and supplies expenditures.

SIGNIFICANT ACCOMPLISHMENTS:

- A low water cut-off safety valve was installed on the boiler at the Old Parish House.
- Carpet and tile floors at Youth & Family Services building were professionally cleaned.
- The wooden fence at the west side of the Youth & Family Services building entrance was replaced due to deterioration.
- Advertised an RFP for the exterior masonry repair at the Old Parish House. A contract was awarded to a vendor and repairs are in progress. Funding for the masonry repair is included in the CIP – Old Parish House Renovations.

BUDGET HIGHLIGHTS:

- Funding for major repairs is included in the CIP – Facilities Capital Reserve and Old Parish House Renovations

PERSONNEL:

Authorized Position	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Assistant Director	-	-	0.20	0.20
Crew Supervisor	0.30	0.30	0.30	0.30
Lead Custodian	0.95	0.95	0.90	0.90
Custodial Worker	0.95	0.95	0.90	0.90
Facilities Maintenance Worker	0.78	0.78	0.76	0.76
Inventory Control Clerk	-	-	0.15	0.15
Total Personnel	2.98	2.98	3.21	3.21

SUMMARY OF EXPENDITURES:

Type	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Salaries & Wages	\$190,305	\$188,581	\$204,890	\$214,758
Benefits	67,401	69,419	71,188	70,516
Other Operating Costs	43,293	41,148	166,500	287,825
Capital	830	-	4,000	14,000
Total Expenditures	\$301,829	\$299,148	\$446,578	\$587,099

OTHER OPERATING COSTS:**-550.40-11 Building & Grounds Maintenance \$8,000**

Various maintenance and repair work at Old Parish House, Public Services, Youth & Family Services and Calvert Road School.

-550.45-16 Building Services Maintenance Contracts

Emergency phone monitoring	\$ 250
HVAC – Y&FS	2,500
Floor cleaning	2,500
Sprinkler system testing – Y&FS	1,250
Fire extinguishers – Old Parish House, Public Services, Y&FS	500
Miscellaneous	500
	\$7,500

-550.48-60 Buildings Rental \$4,000

Storage space rental

**BUILDINGS AND GROUNDS DIVISION
BUILDING MAINTENANCE**

Acct. Code	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022		FY 2023 PROPOSED BUDGET	Change in Budget FY 22 to FY 23	
			ADJUSTED BUDGET	Estimated FY Total		\$	%
-5028							
	<u>Salaries & Wages</u>						
-550.10-01	\$ 175,742	\$ 26,193	\$ 27,637	\$ 27,000	\$ 211,758	\$ 184,121	666.2%
-550.10-02		160,903	175,453	175,000		(175,453)	-100.0%
-550.10-03	14,563	1,485	1,800	1,200	3,000	1,200	66.7%
	190,305	188,581	204,890	203,200	214,758	9,868	4.8%
	<u>Benefits</u>						
-550.11-10	14,130	14,002	14,841	14,841	15,330	489	3.3%
-550.11-12	28,222	30,463	31,023	31,000	27,431	(3,592)	-11.6%
-550.11-13	1,336	1,176	1,379	1,300	1,376	(3)	-0.2%
-550.11-14	524	491	523	500	523	-	0.0%
-550.11-15	366	389	472	401	472	-	0.0%
-550.11-17	3,446	3,271	3,207	3,200	3,207	-	0.0%
-550.11-18	2,559	2,575	2,686	2,686	2,785	99	3.7%
-550.11-21	8,376	8,556	7,310	6,800	5,975	(1,335)	-18.3%
-550.11-22	627	644	750	650	783	33	4.4%
-550.11-25	7,815	7,852	8,997	7,800	12,634	3,637	40.4%
	67,401	69,419	71,188	69,178	70,516	(672)	-0.9%
	<u>Other Operating Costs</u>						
-550.30-24		5,000	5,000	5,000	5,000	-	0.0%
-550.34-17	172	-	-	-	-	-	0.0%
-550.40-11	4,822	3,016	10,000	5,000	8,000	(2,000)	-20.0%
-550.40-17	883	210	1,200	850	1,000	(200)	-16.7%
-550.40-25	231	715	2,000	800	2,000	-	0.0%
-550.42-10	-	-	68,000	5,000	-	(68,000)	-100.0%
-550.45-16	6,759	972	15,000	3,800	7,500	(7,500)	-50.0%
-550.45-21	200	244	2,000	500	1,000	(1,000)	-50.0%
-550.45-22	3,865	4,428	8,000	8,000	6,000	(2,000)	-25.0%
-550.45-23	2,935	2,537	9,500	3,500	4,000	(5,500)	-57.9%
-550.48-60	3,000	3,233	3,200	3,200	4,000	800	25.0%
-550.60-10	906	1,110	4,500	2,200	2,750	(1,750)	-38.9%
-550.60-15	470	124	800	500	500	(300)	-37.5%
-550.60-30	7,722	3,670	6,500	6,000	6,500	-	0.0%
-550.65-10	354	8,118	15,000	33,071	8,500	(6,500)	-43.3%
-550.65-11	4,493	3,341	8,500	5,000	4,500	(4,000)	-47.1%
-550.65-13	2,850	4,085	7,000	5,000	4,100	(2,900)	-41.4%
-550.65-15	3,430	109	-	-	-	-	0.0%
-550.65-21				165,466	222,000	222,000	0.0%
-550.69-10	201	236	300	467	475	175	58.3%
	43,293	41,148	166,500	253,354	287,825	121,325	72.9%
	<u>Capital Outlay</u>						
-550.92-49	-	-	-	-	10,000	10,000	100.0%
-550.93-20	-	-	4,000	-	4,000	-	0.0%
-550.95-20	830	-	-	-	-	-	0.0%
	830	-	4,000	-	14,000	10,000	250.0%
Total Building Maintenance	\$ 301,829	\$ 299,148	\$ 446,578	\$ 525,732	\$ 587,099	\$ 140,521	31.5%

BUILDING AND GROUNDS DIVISION

TURF & R-O-W MAINTENANCE

PROGRAM #5016



This program supervises contracted mowing services on City-maintained right-of-ways April through October. Approximately 35 acres of grass is maintained, including weekly athletic field mowing.

SIGNIFICANT ACCOMPLISHMENTS:

- Contractor completed year two of a three year contract.

BUDGET HIGHLIGHTS:

- No changes in operations.

PERSONNEL:

Authorized Position	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Assistant Director	0.04	0.04	0.04	0.04
Motor Equipment Operator	0.02	0.02	0.02	0.02
Landscape Supervisor	0.01	0.01	0.05	0.05
Lead Groundskeeper	-	-	0.01	0.01
Total Personnel	0.07	0.07	0.12	0.12

SUMMARY OF EXPENDITURES:

Type	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Salaries & Wages	\$ 6,765	\$ 7,545	\$10,954	\$12,189
Benefits	2,148	2,243	3,251	4,302
Other Operating Costs	54,918	59,479	59,495	60,414
Capital	-	-	-	-
Total Expenditures	\$63,831	\$69,267	\$73,700	\$76,905

EXPLANATION/DETAIL FOR CERTAIN LINE ITEMS

OTHER OPERATING COSTS:

-550.34-71 Contract Mowing

\$57,674

Contract for 14 bi-weekly mowings City wide from April to October. Mowing maintenance includes edging, trimming and herbicide application. City buildings, and Duvall & Calvert Road School athletic fields are mowed weekly. Contractor provides all labor, materials and equipment.

BUILDINGS AND GROUNDS DIVISION
TURF AND RIGHT OF WAY MAINTENANCE

Acct. Code		FY 2020	FY 2021	FY 2022		FY 2023	Change in Budget	
		ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	PROPOSED BUDGET	FY 22 to FY 23	
							\$	%
-5016								
	<u>Salaries & Wages</u>							
-550.10-01	Salary/Hourly	\$ 6,652	\$ 5,377	\$ 5,571	\$ 5,500	\$ 5,763	\$ 192	3.4%
-550.10-02	Hourly		\$ 2,160	5,383	\$ 3,300	\$ 6,426	1,043	19.4%
-550.10-03	Overtime	113	8	-	10	-	-	0.0%
	Total Salaries & Wages	6,765	7,545	10,954	8,810	12,189	1,235	11.3%
	<u>Benefits</u>							
-550.11-10	FICA	507	564	802	674	891	89	11.1%
-550.11-12	Health Insurance	734	683	1,575	980	1,706	131	8.3%
-550.11-13	Dental Insurance	16	26	40	35	40	-	0.0%
-550.11-14	Life Insurance	11	10	18	12	20	2	11.1%
-550.11-15	Vision Insurance	8	10	20	20	20	-	0.0%
-550.11-17	457 City Match Contribution	190	197	305	250	336	31	10.2%
-550.11-21	Workers Compensation	300	336	391	350	342	(49)	-12.5%
-550.11-22	Long-term Disability Insurance	24	25	40	35	45	5	12.5%
-550.11-25	MSRP Retirement	358	392	60	395	902	842	1403.3%
	Total Benefits	2,148	2,243	3,251	2,751	4,302	1,051	32.3%
	<u>Other Operating Costs</u>							
-550.34-71	Contract Mowing	54,918	56,941	56,945	56,945	57,674	729	1.3%
-550.45-23	Pest Control		2,538	2,550	2,500	2,740	190	7.5%
	Total Other Operating Costs	54,918	59,479	59,495	59,445	60,414	919	1.5%
	Total Turf & Right of Way Maint.	\$ 63,831	\$ 69,267	\$ 73,700	\$ 71,006	\$ 76,905	\$ 3,205	4.3%

TREE & LANDSCAPE MAINTENANCE

PROGRAM #5020



This program provides for maintenance of the city's street trees, as well as landscaped areas in the right-of-ways throughout the City. College Park has received Tree City USA designation since 1990, and has been designated as a Plant City by the Maryland Community Forestry Council. Participation in Arbor Day and Good Neighbor Day are annual events. Cooperation with the Tree and Landscape Board and Committee for a Better Environment assure maximum use of allocated resources in the City's beautification efforts.

SIGNIFICANT ACCOMPLISHMENTS:

- Arbor Day was celebrated at James Adams Park, to maintain the City's Tree City USA designation.
- 75 street trees were planted to replace 35 trees removed.
- Tree Canopy Enhancement Program provided reimbursement to 20 applicants that resulted in 31 trees planted on private property.
- Staff liaison to the Tree & Landscape Board; working with the Board to develop Urban Forest Protection recommendations for the creation of an Ordinance to help maintain the City's tree canopy.
- PEPCO contracted for the planting over 80 replacement trees to offset the removal of trees during line clearance work in 2020.

BUDGET HIGHLIGHTS:

- Request funding for an Urban Forest Master Plan and a Tree Canopy Assessment.
- Funding request from Tree & Landscape Board for tree planting and/or maintenance on private property to help maintain the City's tree canopy.

PERSONNEL:

Authorized Position	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Assistant Director	0.20	0.20	0.20	0.20
Landscape Supervisor	0.70	0.70	0.75	0.75
Lead Groundskeeper	0.20	0.20	0.14	0.14
Groundskeeper	0.94	1.94	1.95	1.95
Maintenance Worker	3.97	3.97	3.80	3.80
Engineering Intern	0.40	0.40	0.40	0.40
Total Personnel	6.41	7.41	7.24	7.24

SUMMARY OF EXPENDITURES:

Type	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Salaries & Wages	\$287,349	\$233,950	\$342,323	\$346,817
Benefits	104,169	87,074	133,289	141,475
Other Operating Costs	77,206	78,653	135,250	170,875
Capital	9,462	-	-	-
Total Expenditures	\$478,186	\$399,677	\$610,862	\$659,167

OTHER OPERATING COSTS:

-550.12-11 Travel & Training	\$800
For Supervisors training, Foremen & Laborers training, and fertilizer & pesticide recertification for 3 attendees.	
-550.34-40 Tree Maintenance	
Tree pruning & removal	\$48,200
Stump grinding	5,000
Pesticide control applications	2,800
	\$56,000
-550.60-50 Trees, Shrubs & Flowers	\$30,000
Provides for seasonal flowers, tree replacement and beautification/landscaping in City property and right-of-way; and Arbor, Earth and other community service days. Includes amount moved from Committee for a Better Environment for trees, shrubs and flowers.	
-550.60-51 Tree Canopy Enhancement Program	\$3,500
Tree replacement on private property	
-550.60-52 Tree Planting - Private Property	\$20,000
Assist qualified residents with tree planting	

BUILDINGS AND GROUNDS DIVISION
TREE AND LANDSCAPE MAINTENANCE

Acct. Code		FY 2020	FY 2021	FY 2022		FY 2023	Change in Budget	
		ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	PROPOSED BUDGET	FY 22 to FY 23	
							\$	%
-5020								
	<u>Salaries & Wages</u>							
-550.10-01	Salary/Hourly	\$ 278,249	\$ 26,885	\$ 27,856	\$ 27,800	\$ 36,018	\$ 8,162	29.3%
-550.10-02	Hourly		205,379	312,967	275,000	309,099	(3,868)	-1.2%
-550.10-03	Overtime	9,100	1,686	1,500	1,400	1,700	200	13.3%
	Total Salaries & Wages	287,349	233,950	342,323	304,200	346,817	4,494	1.3%
	<u>Benefits</u>							
-550.11-10	FICA	21,141	17,292	25,411	23,271	24,633	(778)	-3.1%
-550.11-12	Health Insurance	46,135	40,178	68,002	61,000	72,805	4,803	7.1%
-550.11-13	Dental Insurance	1,806	1,399	3,167	2,400	2,924	(243)	-7.7%
-550.11-14	Life Insurance	893	667	1,131	850	1,115	(16)	-1.4%
-550.11-15	Vision Insurance	482	388	419	419	802	383	91.4%
-550.11-17	457 City Match Contribution	5,538	3,788	3,567	3,567	3,723	156	4.4%
-550.11-21	Workers Compensation	12,600	10,511	12,237	10,200	9,661	(2,576)	-21.1%
-550.11-22	Long-term Disability Insurance	862	705	1,218	825	1,104	(114)	-9.4%
-550.11-25	MSRP Retirement	14,713	12,146	18,137	15,600	24,708	6,571	36.2%
	Total Benefits	104,169	87,074	133,289	118,132	141,475	8,186	6.1%
	<u>Other Operating Costs</u>							
-550.12-11	Travel & Training	840	225	750	250	800	50	6.7%
-550.34-17	Temp Manpower - other		321	-	8,167	-	-	0.0%
-550.30-15	Consulting (Urban Tree Plan+Canopy assess) As:	-	-			55,000	55,000	100.0%
-550.34-40	Tree Maintenance	46,163	51,005	55,000	52,000	56,000	1,000	1.8%
-550.40-13	Tools & Equipment maintenance	306	255	500	500	800	300	60.0%
-550.60-10	General Supplies	932	1,861	1,300	1,300	1,500	200	15.4%
-550.60-13	Grounds & Field Supplies	1,203	764	800	800	800	-	0.0%
-550.60-15	Small Tools	664	1,142	650	650	750	100	15.4%
-550.60-50	Trees, Shrubs & Flowers	23,879	19,857	60,000	45,000	30,000	(30,000)	-50.0%
-550.60-51	Tree Canopy Enhancement Program	2,061	2,078	15,000	3,500	3,500	(11,500)	-76.7%
-550.60-52	Tree planting - private property					20,000	20,000	100.0%
-550.65-13	Water & Sewer	933	920	1,000	1,000	1,500	500	50.0%
-550.67-10	Dues	225	225	250	225	225	(25)	-10.0%
	Total Other Operating Costs	77,206	78,653	135,250	113,392	170,875	35,625	26.3%
	<u>Capital Outlay</u>							
-550.95-10	Site Improvements	9,462	-	-	-	-	-	0.0%
	Total Capital Outlay	9,462	-	-	-	-	-	0.0%
	Total Tree & Landscape Maint.	\$ 478,186	\$ 399,677	\$ 610,862	\$ 535,724	\$ 659,167	\$ 48,305	7.9%

ENGINEERING SERVICES

PROGRAM #5021



The Engineering Division is accounted for in one program that plans, reviews and oversees improvements to the City's infrastructure. It provides administrative and managerial functions for various public improvement projects: planning; budgeting; design assistance; staffing; scheduling; permitting; construction; and operations.

Specifically, this program is responsible for 1) traffic management and engineering; 2) streetlight review and installations; 3) reviewing and solving residential complaints regarding public infrastructure; 4) utilities review, permitting, and coordination; 5) local storm drainage; 6) interacting with County DOE in area wide storm drain issues; 7) interacting with SHA in area maintenance issues; 8) administering consultant engineering contracts; 9) administering construction contracts; 10) compiling and maintaining the City's infrastructure database; 11) assisting other City Departments in related issues; 12) preparing the annual Pavement Maintenance Plan; and, 13) reviewing and addressing various concerns of the City Council.

BUDGET HIGHLIGHTS:

- No significant changes anticipated in the operations of this program.

PERSONNEL:

Authorized Position	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Civil Engineer	1	1	1	1
Engineering Technician	1	1	1	1
Engineering Intern	0.20	0.20	0.20	0.20
Total Personnel	2.20	2.20	2.20	2.20

SUMMARY OF EXPENDITURES:

Type	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Salaries & Wages	\$237,404	\$201,793	\$235,560	\$231,188
Benefits	40,720	42,085	48,513	49,663
Other Operating Costs	23,694	18,456	26,375	26,375
Capital	-	-	-	-
Total Expenditures	\$301,818	\$262,334	\$310,448	\$307,226

OTHER OPERATING COSTS:**-550.12-11 Travel & Training** **\$2,045**

County Engineers Association Conference
 Continuing education through ASCE, NSPE, MRMCA
 UMD Technology Transfer Center
 Towson Univ. Center for ESRI GIS Conference
 MD Quality Initiative conference

-550.30-11 Design & Engineering **\$6,500**

Includes \$3,000 for concept maps for future projects

-550.30-15 Consulting **\$2,000**

Map scanning and other services as needed.

-550.67-10 Dues **\$1,000**

Provides for memberships in various professional organizations including the Institute of Transportation Engineers, American Society of Civil Engineers, National Society of Professional Engineers and County Engineers Association.

KEY PERFORMANCE MEASURES
ENGINEERING SERVICES:

Goal: Measure	FY2020		FY2021		FY2022
	Target	Actual	Target	Estimate	Target
Public safety and Excellent Services					
Number of City and Utility permits issued	30	28	55	64	55
Number of streetlights reported to PEPCO for repair	200	195	380	416	380
Number of new street/pedestrian lights requested	5	2	5	10	5
Number of new street/pedestrian lights installed	5	2	5	10	5
Number of traffic control studies completed	1	1	2	10	10
Street & sidewalk repair					
Linear feet of paving	4,000	4,333	6,971	6,971	5,280
Square yards of pavement repairs	n/a	n/a	1,487	450	600
Square feet of sidewalk repairs	10,000	11,262	22,558	7,000	5,000
Linear feet of curb and gutter repairs	5,000	4,767	11,337	6,000	8,000

ENGINEERING SERVICES

Acct. Code		FY 2020	FY 2021	FY 2022		FY 2023	Change in Budget	
				ADJUSTED	Estimated	PROPOSED	FY 22 to FY 23	
		ACTUAL	ACTUAL	BUDGET	FY Total	BUDGET	\$	%
-5021								
	<u>Salaries & Wages</u>							
-550.10-01	Salary/Hourly	\$ 237,404	\$ 148,815	\$ 159,104	\$ 159,000	\$ 160,656	\$ 1,552	1.0%
-550.10-02	Hourly		52,978	76,456	60,000	70,532	(5,924)	-7.7%
	Total Salaries & Wages	237,404	201,793	235,560	219,000	231,188	(4,372)	-1.9%
	<u>Benefits</u>							
-550.11-10	FICA	15,959	14,725	17,178	16,754	17,008	(170)	-1.0%
-550.11-12	Health Insurance	(2,760)	1,722	4,033	3,100	4,044	11	0.3%
-550.11-13	Dental Insurance	753	753	791	753	791	-	0.0%
-550.11-14	Life Insurance	345	270	326	326	351	25	7.7%
-550.11-15	Vision Insurance	198	198	199	198	199	-	0.0%
-550.11-17	457 City Match Contribution	3,740	3,660	3,911	3,650	3,129	(782)	-20.0%
-550.11-18	401A Retirement	-	-	-	-	-	-	0.0%
-550.11-21	Workers Compensation	10,623	9,376	8,548	8,100	6,581	(1,967)	-23.0%
-550.11-22	Long-term Disability Insurance	694	705	852	800	835	(17)	-2.0%
-550.11-25	MSRP Retirement	11,167	10,676	12,675	11,715	16,725	4,050	32.0%
	Total Benefits	40,720	42,085	48,513	45,396	49,663	1,150	2.4%
	<u>Other Operating Costs</u>							
-550.12-10	Non Training Travel-mileage reimb.	-	-	100	-	100	-	0.0%
-550.12-11	Travel & Training	669	445	2,045	2,000	2,045	-	0.0%
-550.30-11	Design & Engineering	5,330	10,188	6,500	6,000	6,500	-	0.0%
-550.30-15	Consulting	-	1,500	2,000	1,500	2,000	-	0.0%
-550.30-20	Surveying/permit fees	13,672	2,900	10,000	6,000	10,000	-	0.0%
-550.60-10	General Supplies	54	-	1,000	100	1,000	-	0.0%
-550.60-53	Crosswalk signal supplies	592	-	800	400	800	-	0.0%
-550.61-10	Office Supplies	-	8	500	100	500	-	0.0%
-550.66-12	Cellular Phone	2,458	2,415	2,130	2,100	2,130	-	0.0%
-550.67-10	Dues	919	1,000	1,000	1,000	1,000	-	0.0%
-550.67-20	Publications & Books	-	-	300	-	300	-	0.0%
	Total Other Operating Costs	23,694	18,456	26,375	19,200	26,375	-	0.0%
	Total Engineering Services	\$ 301,818	\$ 262,334	\$ 310,448	\$ 283,596	\$ 307,226	\$ (3,222)	-1.0%

FLEET SERVICES

PROGRAM #5030



Fleet Services, the City's central garage, provides fleet maintenance for approximately 106 units, including trash/recycling trucks, pickup trucks, sedans, equipment, and off-road motorized equipment. Regular preventative maintenance of vehicles is performed according to mileage and/or time since last service. Some specialized and major maintenance/repair work is contracted out.

SIGNIFICANT ACCOMPLISHMENTS:

- 239 preventative work orders were completed.
- 692 unscheduled work orders were completed.
- Entered into an initial agreement with Enterprise Leasing to lease pick up trucks and sedans for a 5-year lease period. Due to supply chain issues, leased vehicles have not yet arrived.
- A new 32-cubic yard refuse rear packer truck was delivered.
- A new 15-seat passenger bus for the Seniors program was delivered.

BUDGET HIGHLIGHTS:

- Funding request for software updates for the scan tool to read the deficiency codes in fleet vehicles.
- Funding request for 3 new Automated Vehicle Locator (AVL) units for new fleet vehicles.

PERSONNEL:

Authorized Position	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Fleet Supervisor	0.95	1.0	1.0	1.0
Mechanic	1.90	1.0	1.0	1.0
Inventory Control Clerk	0.78	0.50	0.50	0.50
Total Personnel	3.63	2.50	2.50	2.50

SUMMARY OF EXPENDITURES:

Type	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
Salaries & Wages	\$165,599	\$141,594	\$188,095	\$175,630
Benefits	57,023	54,192	64,782	59,880
Other Operating Costs	392,999	239,215	346,700	353,400
Capital	4,561	2,818	3,000	3,500
Total Expenditures	\$620,182	\$437,819	\$602,577	\$592,410

OTHER OPERATING COSTS:**-550.66-40 Global Positioning System****\$6,500**

Funding for cellular communications for the Automate Vehicle Location (AVL) systems in fleet vehicles.

CAPITAL OUTLAY:**-550.92-20 Equipment**

Autel - annual software upgrade to handheld scanner (reads vehicle deficiency codes) \$ 1,000

Motor-AllData - cars & light trucks renewal 1,000

Motor-AllData - medium & heavy duty trucks renewal 1,000

\$3,000**KEY PERFORMANCE MEASURES****PUBLIC WORKS - FLEET SERVICES:**

Goal: Measure	FY2020		FY2021		FY2022
	Target	Actual	Target	Estimate	Target
Maintaining City assets					
Number of preventative maintenance workorders completed	n/a	92	130	150	130
% of preventative maintenance workorders performed as scheduled	n/a	n/a	n/a	n/a	95%
Number of non-preventative maintenance workorders complete	n/a	590	800	675	700
% of City vehicles available for use/in service	n/a	n/a	n/a	n/a	95%

FLEET SERVICES

Acct. Code		FY 2020	FY 2021	FY 2022		FY 2023	Change in Budget	
				ADJUSTED	Estimated	PROPOSED	FY 22 to FY 23	
		ACTUAL	ACTUAL	BUDGET	FY Total	BUDGET	\$	%
-5030								
	<u>Salaries & Wages</u>							
-550.10-02	Hourly	\$ 156,032	\$ 134,877	\$ 182,095	\$ 180,000	\$ 169,130	\$ (12,965)	-7.1%
-550.10-03	Overtime	9,567	6,717	6,000	5,000	6,500	500	8.3%
	Total Salaries & Wages	165,599	141,594	188,095	185,000	175,630	(12,465)	-6.6%
	<u>Benefits</u>							
-550.11-10	FICA	12,003	10,122	13,130	14,153	12,371	(759)	-5.8%
-550.11-12	Health Insurance	24,207	26,801	29,652	29,652	26,139	(3,513)	-11.8%
-550.11-13	Dental Insurance	2,077	2,115	2,954	2,400	2,562	(392)	-13.3%
-550.11-14	Life Insurance	362	269	403	400	413	10	2.5%
-550.11-15	Vision Insurance	418	430	416	416	523	107	25.7%
-550.11-17	457 City Match Contribution	1,300	520	1,043	1,000	-	(1,043)	-100.0%
-550.11-18	401A Retirement	2,880	-	-	-	-	-	0.0%
-550.11-21	Workers Compensation	7,170	6,231	6,496	6,200	4,731	(1,765)	-27.2%
-550.11-22	Long-term Disability Insurance	537	445	673	501	625	(48)	-7.1%
-550.11-25	MSRP Retirement	6,068	7,259	10,015	9,250	12,516	2,501	25.0%
	Total Benefits	57,023	54,192	64,782	63,972	59,880	(4,902)	-7.6%
	<u>Other Operating Costs</u>							
-550.12-11	Travel & Training	190	219	500	250	500	-	0.0%
-550.34-20	Tipping Fees	297	135	200	200	200	-	0.0%
-550.36-20	Towing Service	750	1,400	1,200	1,000	2,000	800	66.7%
-550.40-11	Buildings & Grounds	1,107	430	1,800	500	1,800	-	0.0%
-550.40-45	Welding Services	-	-	500	250	500	-	0.0%
-550.41-10	In-house repairs	159,248	53,099	80,000	62,500	80,000	-	0.0%
-550.41-11	Outsourced repairs	38,736	34,194	60,000	40,000	60,000	-	0.0%
-550.41-20	Tires	27,554	18,249	28,000	28,000	28,000	-	0.0%
-550.45-16	Building Services	5,674	3,207	5,500	2,500	5,500	-	0.0%
-550.60-15	Small Tools & general supplies	3,010	418	3,000	1,000	3,000	-	0.0%
-550.60-70	Central Garage	5,700	3,010	5,100	5,100	5,100	-	0.0%
-550.62-10	Postage	56	83	100	100	100	-	0.0%
-550.64-10	Gasoline	33,592	30,505	34,000	34,000	37,000	3,000	8.8%
-550.64-11	Diesel	71,406	58,155	90,000	66,500	90,000	-	0.0%
-550.64-12	Other Additives	14,863	8,203	14,000	14,000	17,000	3,000	21.4%
-550.65-10	Electricity	8,819	8,943	10,500	8,800	10,000	(500)	-4.8%
-550.65-11	Natural Gas	4,542	5,171	5,500	3,500	6,000	500	9.1%
-550.66-40	Global Positioning System	17,299	13,780	6,500	6,500	6,500	-	0.0%
-550.69-10	Miscellaneous	156	14	300	250	200	(100)	-33.3%
	Total Other Operating Costs	392,999	239,215	346,700	274,950	353,400	6,700	1.9%
	<u>Capital Outlay</u>							
-550.92-20	Equipment	4,117	1,999	3,000	1,999	3,000	-	0.0%
-550.97-40	Global Positioning System	444	819	-	1,124	500	500	100.0%
	Total Capital Outlay	4,561	2,818	3,000	3,123	3,500	500	16.7%
	Total Fleet Services	\$ 620,182	\$ 437,819	\$ 602,577	\$ 527,045	\$ 592,410	\$ (10,167)	-1.7%



INTERFUND TRANSFERS & CONTINGENCY

PROGRAM #9210 AND #6510



Interfund transfers represent payments from the General Fund to the Capital Projects Fund for the City's share/ cost of capital items and to the Debt Service Fund to provide for the debt service requirements on the Parking Garage Bond, the Community Legacy loan and the 2019 GO Public Improvement Bonds.

Contingency is an appropriation for unanticipated or unforeseen expenditures and/or to provide funding for items that might arise under certain circumstances.

BUDGET HIGHLIGHTS:

Capital Projects Fund

- The detail of projects being funded by the operating transfer to the Capital Projects Fund are included in the CIP.
- The FY2022 budget proposes transferring unassigned General Fund fund balance, *in excess of the 25% retention requirement*, to the Capital Projects fund to be held for future capital needs. The amount is estimated at \$4.95 million but the actual amount will not be known until the completion of the FY2021 audit.
- Based on the FY2021 audited financial statement, the transfer is \$5.44 million.

Debt Service Fund

Transfers, net of certain parking revenue, will be made to cover the debt service for:

- The 2019 GO Public Improvement Bonds, \$902,700
- The Parking Garage bond of \$574,900

Contingency

- The Contingency line has been increased to provide funding, if necessary, for unknown costs.
- Also includes a balance of \$115,000 to be used by the City Manager for various requests and remainder for City Council requests.

INTERFUND TRANSFERS

Acct. Code		FY 2020	FY 2021	FY 2022		FY 2023	Change in Budget	
		ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	PROPOSED BUDGET	FY 22 to FY 23	
							\$	%
-9210								
-590.99-10	Transfers to Capital Projects Fund	\$ 2,050,376	\$ 928,185	\$ 3,757,290	\$ 1,087,703	\$ 501,659	\$ (3,255,631)	-86.6%
	Transfer to CIP - Lost revenue recov.			-	5,210,000	4,260,000	4,260,000	100.0%
-590.99-10	Transfers to Debt Service Fund	254,861	900,700	1,203,290	1,203,290	1,246,774	43,484	100.0%
	Total Transfers to Other Funds	<u>\$ 2,305,237</u>	<u>\$ 1,828,885</u>	<u>\$ 4,960,580</u>	<u>\$ 7,500,993</u>	<u>\$ 6,008,433</u>	<u>\$ 1,047,853</u>	<u>21.1%</u>

CONTINGENCY

-6510								
-510.85-10	Contingency & other requests	\$ -	\$ -	\$ 100,000	\$ -	\$ 215,000	\$ 115,000	115.0%
	Total Contingency	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 100,000</u>	<u>\$ -</u>	<u>\$ 215,000</u>	<u>\$ 115,000</u>	<u>115.0%</u>



ARPA ALLOCATION FUND

FUND #120



The American Rescue Plan Act (ARPA), and specifically the Coronavirus Local Fiscal Recovery Funds (LFRF), signed into law on March 11, 2021, allocated \$2.3 billion to Maryland's local governments including \$589 million for Maryland municipalities. This funding will help the City, its local businesses, families and individuals recover from the negative economic impacts of the COVID-19 pandemic.

In general terms, ARPA allows for uses of Local Fiscal Recovery Funds (LFRF) to:

- Respond to or mitigate the COVID-19 health emergency or its negative economic impacts, including assistance to households, small businesses, nonprofits, and aid for tourism, travel, and hospitality;
- Provide essential workers with premium pay;
- Recover revenue loss incurred as a result of the COVID-19 emergency; or
- Make necessary investments in water, sewer, or broadband infrastructure.

Funding may be spent until December 31, 2024 (FY2025).

The City will receive a total of \$21,972, 844, to be received in 2 tranches (installments) of \$10.99 million each (1st mid-July 2021; 2nd mid-July 2022).

Until the US Treasury issues final guidance on the specifics for uses of funding, there are many unanswered questions. However, since the law has been enacted and it seems certain that municipalities will receive funding (although the exact amounts have not been determined) staff deemed it prudent to provide for the City's allocation of LFRF and proposed uses in the FY2022 budget.

The US Treasury issued their final rule on January 11, 2022. One of the most significant changes with the final rule was the option for a local government to elect a standard allocation for lost revenue of up to \$10 million, not to exceed their total ARPA funding. The City has made that election and will take \$10 million in FY2022 as its lost revenue.

BUDGET HIGHLIGHTS:

- The ARPA Allocation Fund proposed budget provides funds for small business grants; family/individual financial assistance; and food service delivery.
- Specific uses of \$3.83 million in FY2022 and \$4.37 million are to be determined during this budget cycle.

SPECIAL REVENUE FUND

ARPA Allocation Fund - Summary

	FY2022		FY2023
	ADJUSTED BUDGET	ESTIMATED FY Total	PROPOSED BUDGET
<u>Revenue/funding:</u>			
LFRF allocation	\$ 21,972,844	\$ 21,972,844	\$ -
Carryover from prior year (to be allocated in FY2023)			4,366,009
Total funding	21,972,844	21,972,844	4,366,009
<u>Expenditures and other uses:</u>			
Standard Allowance - Revenue Loss (transfer to General Fund)	10,000,000	10,000,000	-
<u>Other Operating Costs</u>			
Grants and Assistance			
Food service organizations	250,000	250,000	-
Shop Made in MD grant	75,000	75,000	-
Family & Individual Financial Assistance	350,000	350,000	-
Other Business Assistance grants	2,500,000	2,500,000	
Projects/uses to be determined:			
Land/property acquisition (includes a) affordable housing/ neighborhood stabilization and revitalization; b) Commercial revitalization and c) Public facilities and recreation	3,829,835	3,829,835	
Remaining funding to be allocated			4,366,009
Identified projects:			
Housing Authority - funding for Attick Towers renovations	* from Revenue Loss		
Residential Rehab grant program for aging-in-place	-	-	
Lakeland neighborhood revitalization plan supporting restorative justice effort (plan only)	100,000	100,000	
Community Preservation Land Trust	* from Revenue Loss		
DPW Office building - complete renovation/remodel	* from Revenue Loss		-
Playground replace. (Calvert Hills, Muskogee, Davis, Old Town)	202,000	202,000	-
Stormwater drainage improvement -flooding mitigation/Hydrology study (leverage with County Projects if feasible)			
	* from Revenue Loss		
PPE, Deep cleaning city facilities, other COVID prevention measures	150,000	150,000	-
Program administration (Contract labor)	150,000	150,000	-
Total expenditures/transfers out	17,606,835	17,606,835	4,366,009
Excess Local Fiscal Recovery Funds - carryover to FY2023	\$ 4,366,009	\$ 4,366,009	\$ -

DEBT SERVICE FUND



The Debt Service Fund is used to account for the accumulation of resources and the payment of principal and interest for the City's long-term debt obligations.

The City's long-term debt currently consists of the following:

ANNUAL DEBT SERVICE PAYMENTS

	Principal Balance 6/30/22	FY 2022	FY 2023	FY 2024	FY 2024
2015 Parking Garage Bond	\$ 4,717,000	\$ 574,360	\$ 574,896	\$ 573,877	\$ 574,800
2019 GO Public Improvement Bond	15,650,000	902,700	898,825	903,950	902,950
Community Legacy Loan ¹	150,000	-	-	-	-
Total	\$20,517,000	\$1,477,060	\$1,473,721	\$1,477,827	\$1,477,750

¹ The next, and final, payment on the Community Legacy loan is not due until December 31, 2025.

DEBT SERVICE FUND

	FY 2020	FY 2021	FY 2022	FY 2023
	ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total
				PROPOSED BUDGET
REVENUE/SOURCES				
Transfer from General Fund	\$ 254,861	\$ 900,700	\$ 1,203,290	\$ 1,203,290
Parking meters	115,349	63,223	125,000	102,257
Parking fines	21,493	-	30,000	20,000
Total Revenue/Sources	391,703	963,923	1,358,290	1,325,547
				1,364,774
EXPENDITURES				
Principal - Garage Bond	403,000	415,000	425,000	425,000
Interest - Garage Bond	180,292	167,458	148,589	149,360
Community Legacy Loan	-	146,250	-	-
Fees	-	1,645	590	1,600
Principal - 2019 GO Bond (City Hall/Duvall Field)	-	350,000	370,000	370,000
Interest - 2019 GO Bond (City Hall/Duvall Field)	254,861	550,700	532,700	532,700
Transfer to General Fund	-	-	-	-
Transfer to Capital Projects Fund (for Parking Garage improvements)	50,000	-	-	-
Total Debt Service payments	888,153	1,631,053	1,476,879	1,478,660
				1,475,471
Excess Revenue over Expenditures	\$ (496,450)	\$ (667,130)	\$ (118,589)	\$ (153,113)
				(110,696)
Fund Balance - beginning of year	1,538,086	1,041,636		374,506
				221,393
Fund Balance - end of year	\$ 1,041,636	\$ 374,506		\$ 221,393
				\$ 110,696



CAPITAL PROJECTS FUND SUMMARY



The Capital Projects Fund accounts for financial resources for the acquisition or construction of major capital facilities, infrastructure, machinery and equipment and other capital assets. The City uses a threshold of \$10,000 for inclusion in this Fund.

This Fund is financed through transfers from the General Fund, earmarked State funds, various other Federal and State grants, sale of general obligation bonds or other loan proceeds, PEG funds and developer contributions.

For capital projects that span multiple years; are funded by sources outside the General Fund; or where funds are being accumulated for a particular purpose, such as the new City Hall project, the City prepares a separate 5-year Capital Improvement Program (CIP). The first year of the CIP is the basis for CIP projects budget request in this Fund. The CIP follows the Capital Projects Fund Budget at the end of this section.

For more details on the individual CIP projects, see the individual project sheets in the FY2023-2027 CIP following this summary.

CAPITAL PROJECTS FUND

	FY 2020	FY 2021	FY 2022		FY 2023
	ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	PROPOSED BUDGET
<u>REVENUE/SOURCES</u>					
PEG Funds - Comcast	\$ 174,735	\$ 122,866	\$ 156,011	\$ 139,401	\$ 140,000
State Grants/State Bond Bill	452,557	1,602,491	828,200	54,000	750,000
County Grants	-		-	38,000	150,000
Other Grants			105,000	50,000	237,203
Charges for Services	7,563		-	-	-
Investment earnings	154,305	20,388	11,000	967	-
Rents/OPH	51,448		-	300	-
Sale of Fixed Assets	18,277	38,052	12,500	5,000	12,500
Proceeds from Bonds/loans	17,502,854		-	-	-
Interproject transfer	1,674,721	1,225,000	1,225,000	1,650,000	58,752
Interfund transfers from:					
General Fund:					
Operating transfer	1,950,376	928,185	3,757,290	1,162,703	2,501,659
Excess fund balance transfer - FY2022			5,440,000	5,440,000	(3,000,000)
From excess fund balance transfer-specif. proj:					
CP Woods & North CP Community Centers					1,000,000
Lost Revenue Allocation				5,210,000	4,260,000
CIP Reserves - carryforward	12,566,506	29,178,512	17,700,075	16,871,111	18,213,827
Total Revenue/Funding Sources	34,553,342	33,115,494	29,235,076	30,621,482	24,323,941
<u>EXPENDITURES - Capital Outlay</u>					
CIP projects	5,109,830	15,763,283	17,866,357	12,332,655	11,999,822
Departmental Capital	265,000	481,100	75,000	75,000	75,000
Total Capital Outlay	5,374,830	16,244,383	17,941,357	12,407,655	12,074,822
Reserve for Capital Projects	\$ 29,178,512	\$ 16,871,111	\$ 11,293,719	\$ 18,213,827	\$ 12,249,119

CAPITAL PROJECTS FUND - TRANSFERS/LOST REV. RECOVERY



Transfers from General Fund from \$10 million Lost Revenue Recovery Allocations and remaining to be allocated

Lost Revenue Recovery (From ARPA Fund to General Fund)		\$ 10,000,000	
General Fund allocations:			
Tax rate reduc.	\$ 380,000		
Fire Grants-ARPA	150,000		
			<u>530,000</u>
Transfer from General Fund:			
FY2022	5,210,000		
FY2023	4,260,000		
			<u>9,470,000</u>
Total transfer to CIP			<u>\$ 9,470,000</u>
FY2022 - CIP allocations			
OPH	\$ 100,000		
Hydraulics Study	600,000		
Attick Towers renovations	469,587		
Unused Gen Fund alloc. - Use TBD	180,000		
FY2022 Project allocations		\$ 1,349,587	
FY2023 - CIP allocations			
Hollywood Commerc. Revitalization	1,560,000		
Property Acquisition	2,600,000		
DPW Facilities	100,000		
FY 2023 Project allocations		4,260,000	
Lost revenue recovery -remaining to be allocated to CIP proj.			<u>3,860,413</u>
Total transfer to CIP			<u>\$ 9,470,000</u>



CAPITAL IMPROVEMENT PROGRAM

FY2023 - 2027



*New Hollywood Dog Park
Completed July 2021*

City of College Park

FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM

The Capital Improvement Program (CIP) provides a working blueprint for planning the City's capital expenditures – land, buildings, infrastructure, machinery and equipment. It coordinates community planning, financial capacity, and physical development. The CIP is a planning and fiscal management tool used to manage the location, timing, and financing of capital improvements over a multi-year period. The CIP is reviewed and updated annually to reflect the City's changing needs, priorities, and funding opportunities to ensure that the infrastructure exists to advance the community's strategic and long-term goals and objectives.

The City's CIP contains all individual capital expenditures, in conjunction with projected/forecasted construction and completion schedules, and funding sources. The first year of the CIP is the upcoming year's spending plan for capital items and is included and accounted for in the Capital Projects Fund. The Capital Projects Fund has an annual budget included with the City's Annual Operating Budget.

The CIP is a plan for capital expenditures that extends four additional years beyond the Capital Projects Fund budget. It is important to note that those future years are not appropriated, nor is the City obligated to fund the capital expenditures shown in those future years.

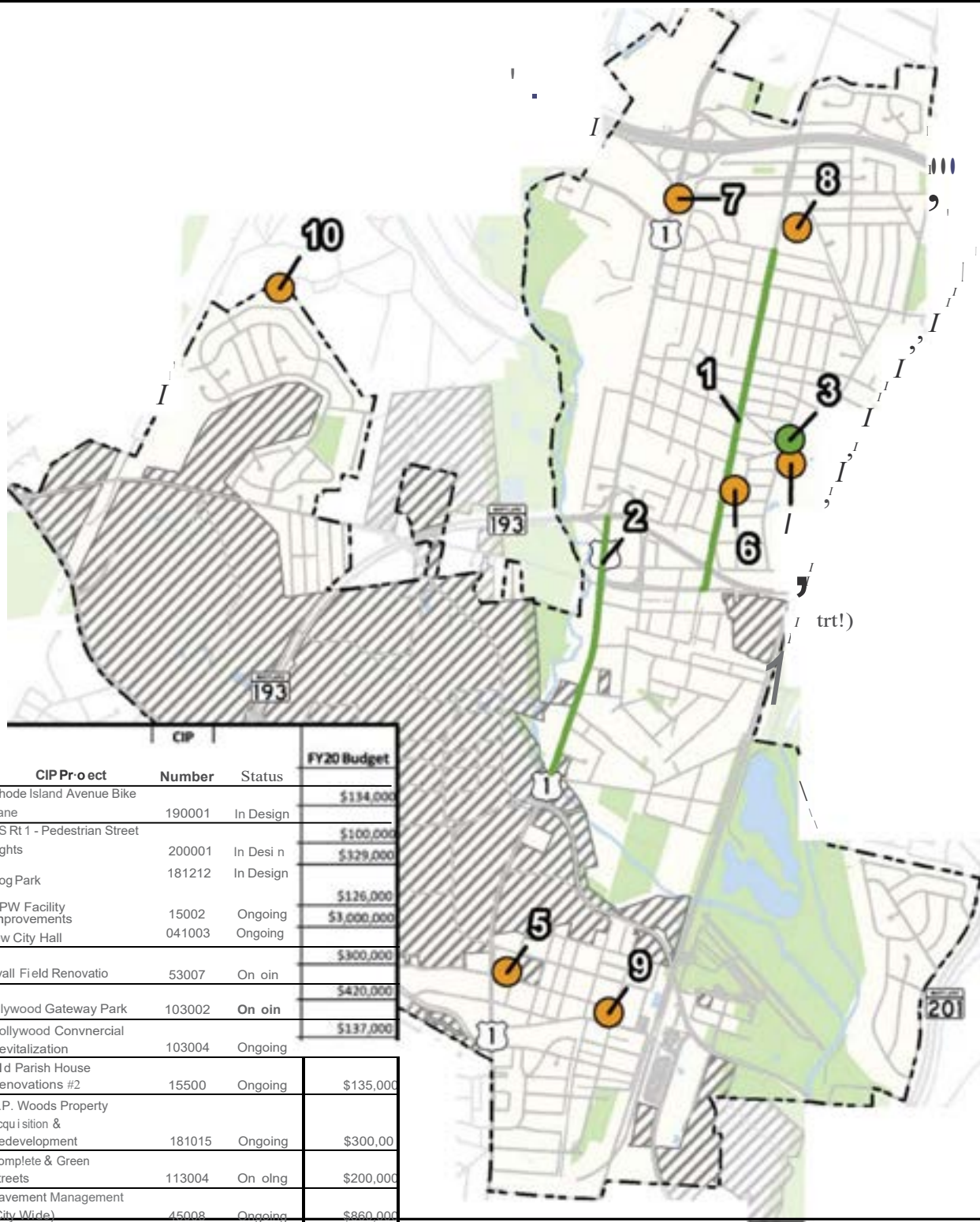
The CIP provides the following benefits:

- Synchronizes the capital and operating budgets
- Helps identify the most economical means to finance capital projects
- Increases opportunities for obtaining federal and state aid
- Relates the need for public facilities to public and private development plans
- Assists in evaluating competing demands for resources based on prioritization reflecting the City's long-term goals and objectives
- Links strategic and comprehensive plans with community objectives and fiscal capacity
- Informs the public about the government's future needs for investment in infrastructure

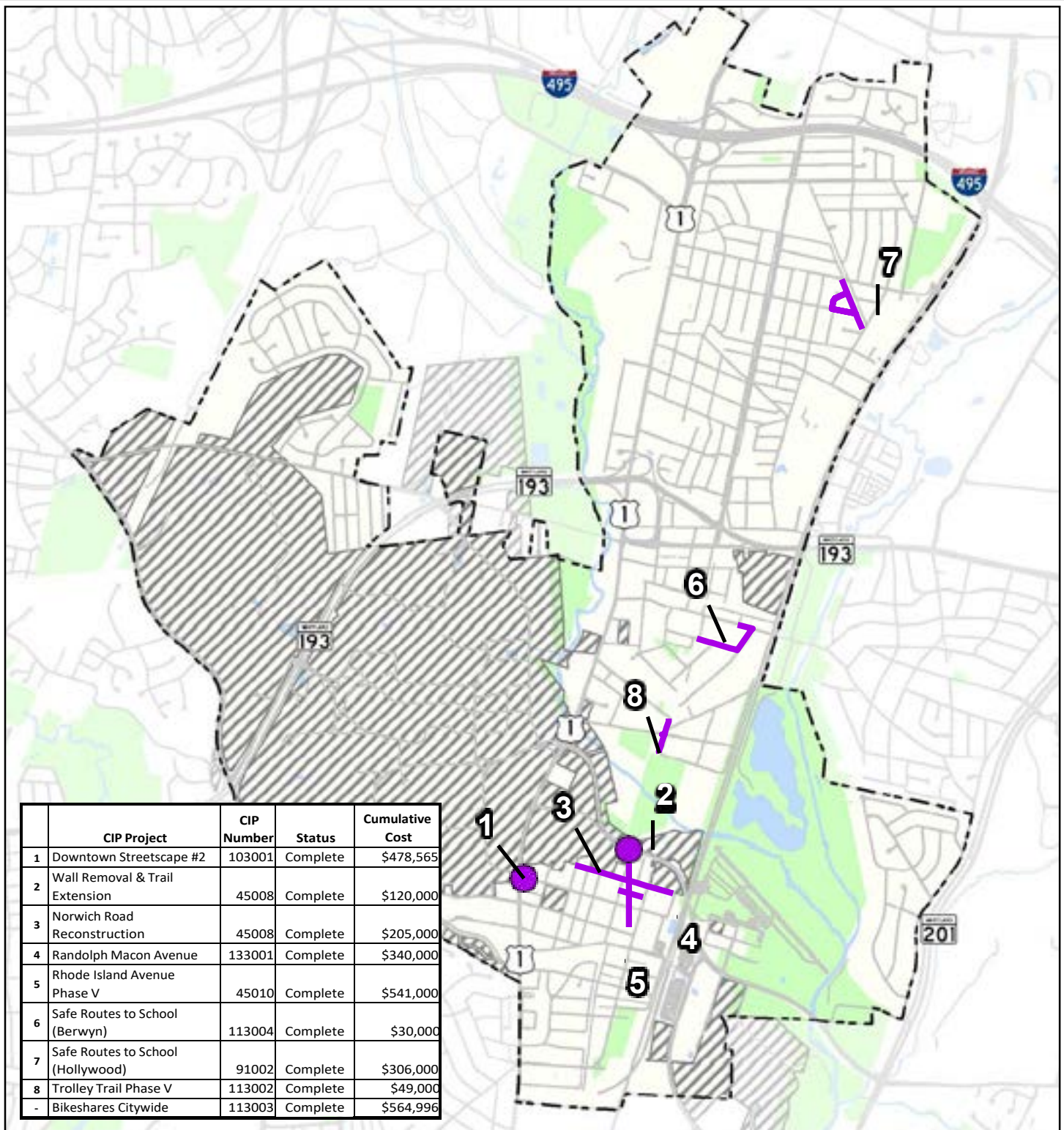
The CIP includes:

- A summary of the capital projects and equipment
- Individual capital project spreadsheets
- Sources of funding, if known
- A timetable for the construction or completion of the project
- A description of the major projects
- The effects on operating expenses, if known, upon completion of the project.

In addition to the transfer from the General Fund the CIP is financed through earmarked State funds, other Federal and State grants, sale of general obligation bonds or other loan proceeds, PEG funds and developer contributions.



CIP			FY20 Budget
CIP Project	Number	Status	
1 Rhode Island Avenue Bike Lane	190001	In Design	\$134,000
2 US Rt 1 - Pedestrian Street Lights	200001	In Design	\$100,000
3 Dog Park	181212	In Design	\$129,000
4 DPW Facility Improvements	15002	Ongoing	\$126,000
5 New City Hall	041003	Ongoing	\$1,000,000
6 Duvall Field Renovation	53007	Ongoing	\$300,000
7 Hollywood Gateway Park	103002	Ongoing	\$420,000
8 Hollywood Commercial Revitalization	103004	Ongoing	\$137,000
9 Old Parish House Renovations #2	15500	Ongoing	\$135,000
10 C.P. Woods Property Acquisition & Redevelopment	181015	Ongoing	\$300,000
Complete & Green Streets	113004	Ongoing	\$200,000
Pavement Management (City Wide)	45008	Ongoing	\$860,000



Five-Year Capital Improvement Program
Summary
FY 2023 - FY 2027

	<u>Cumulative</u> Inception to June 30, 2021 Actual	FY 2022 Estimated Total	<u>Cumulative</u> Inception to June 30, 2022 Estimated	FY 2023 Proposed Budget	FY 2024 Projected	FY 2025 Projected	FY 2026 Projected	FY 2027 Projected	<u>Cumulative</u> Inception to End/FY27 Projected
Funding Sources:									
Reserve Balance - July 1		\$ 16,871,111		\$ 18,213,827	\$ 12,249,119	\$ 11,526,619	\$ 10,599,031	\$ 9,673,369	
Utility Franchise Fees	\$ 3,268,836	139,401	\$ 3,408,237	140,000	140,000	140,000	140,000	140,000	\$ 4,108,237
Grants	4,128,067	142,000	4,270,067	1,137,203	95,000	-	-	-	5,352,270
Gov't charges, Highways/Streets/Inv. Earr	267,545	1,267	268,812	-	-	-	-	-	268,812
Developer Contributions	1,000,000	-	1,000,000	-	-	-	-	-	1,000,000
Sale of fixed assets, rent, other revenue	1,751,341	5,000	1,057,428	12,500	12,500	12,500	12,500	12,500	1,119,928
Capital leases/Bond proceeds	21,772,366	-	21,772,366	-	-	-	-	-	21,772,366
Transfers from:									
General Fund:									
Operating	23,607,514	1,087,703	24,695,217	2,426,659	1,690,000	1,404,912	1,346,838	1,125,000	32,688,626
Dept. capital	1,937,745	75,000	2,012,745	75,000	250,000	200,000	250,000	200,000	2,987,745
Excess fund bal. - FY2022		5,440,000	5,440,000	(3,000,000)	(1,200,000)	(750,000)	(490,000)	-	-
Specific projects:									
North CP & CP Woods Comm. Ctr.				1,000,000					1,000,000
Lost revenue recovery		5,210,000	5,210,000	4,260,000					9,470,000
Inter-project transfer	3,158,079	1,650,000	4,808,079	58,752	-	-	-	-	4,866,831
Facilities Capital Reserve	34,030	-	34,030	-	-	-	-	-	34,030
Total Funding Sources	\$ 63,390,829	\$ 30,621,482	\$ 76,442,287	\$ 24,323,941	\$ 13,236,619	\$ 12,534,031	\$ 11,858,369	\$ 11,150,869	\$ 83,668,845
Proj. # Capital/Project Expenditures									
092003 CCTV	1,344,125	5,400	1,349,525	221,459	-	-	-	-	1,570,984
041003 City Hall	14,817,927	5,297,508	20,115,435	-	-	-	-	-	20,115,435
181015 CP Woods Property Acquisition & Redevelopment	653,675	438,991	1,092,666	600,000	250,000	150,000	-	-	2,092,666
North College Park Comm. Center				-	-	750,000	750,000	-	1,500,000
053007 Duvall Field Renovation - Phase 2	1,731,713	385,443	2,117,156	5,033,752	-	-	-	-	7,150,908
991013 Facilities Capital Reserve	503,171	190,000	693,171	175,000	165,000	75,000	-	-	1,108,171
103004 Hollywood Commercial Revitaliz.	459,081	1,136,185	1,595,266	2,009,726	-	-	-	-	3,604,992
011004 Institutional Network/PEG	1,210,453	564,894	1,775,347	25,000	25,000	25,000	25,000	25,000	1,900,347
155001 Old Parish House Renovations	205,028	155,000	360,028	30,000	10,000	10,000	10,000	10,000	430,028
162002 Parking Enforce. Equip. Replace.	445,900	4,160	450,060	75,000	50,000	75,000	50,000	75,000	775,060
181014 Property Acquisition	10,000	1,750,000	1,760,000	40,000	40,000	40,000	40,000	40,000	1,960,000
015002 Public Works Facilities Improve.	1,384,529	10,000	1,394,529	185,000	20,000	10,000	10,000	10,000	1,629,529
Streets & Sidewalks*	9,518,697	1,712,280	11,230,977	2,899,885	350,000	100,000	550,000	550,000	15,680,862
925061 Vehicle Replacement Program	10,438,074	300,000	10,738,074	555,000	500,000	500,000	500,000	500,000	13,293,074
Sentinel Swamp Sanctuary				150,000	50,000				200,000
Departmental Capital total	1,603,548	457,794	2,061,342	75,000	250,000	200,000	250,000	200,000	3,036,342
Total Capital Expenditures	\$ 46,519,718	\$ 12,407,655	\$ 58,927,373	\$ 12,074,822	\$ 1,710,000	\$ 1,935,000	\$ 2,185,000	\$ 1,410,000	\$ 76,048,398

* Streets & Sidewalks line includes 4 individual CIP projects: Complete & Green Streets - #113004; Pavement Management Plan - #045008; Pedestrian Streetlights (Baltimore Ave) - # 200001; and Rhode Island Ave. Bike Lane Intersection Improvements - #190001

CCTV
Project #092003

Project Description:

This project consolidates record-keeping for purchase, installation and operation of closed circuit television ("CCTV") cameras and license plate recognition units ("LPR") at various locations, funded through this project and a previous designation of speed enforcement camera revenue.

	Cumulative Project		Cumulative Project							Cumulative Project
	Inception to June 30, 2021	FY 2022 FY2022	Inception to June 30, 2022	FY 2023 Proposed	FY 2024 Projected	FY 2025 Projected	FY 2026 Projected	FY 2027 Projected		Inception to End/FY27 Projected
	Actual	Est. Total	Estimated	Budget						
<u>Funding Sources:</u>										
Reserve Balance - beg. of year				\$ 17,406	\$ -	\$ -	\$ -	\$ -		
Federal Grants	674,966	\$ -	\$ 674,966							674,966
Other revenue	1,857	-	1,857							1,857
General Fund (Speed Cameras)	690,108	-	690,108	204,053						894,161
Total Funding Sources	1,366,931	-	1,366,931	221,459	-	-	-	-		1,570,984
Repairs & Maint	3,620	-	3,620							3,620
Maintenance contracts	305,024	-	305,024							305,024
Utilities	19,784	-	19,784							19,784
Land, Property, Equipment & Improve.	1,015,697	5,400	1,021,097	221,459						1,242,556
Total Capital/Project Expenditures	1,344,125	5,400	1,349,525	221,459	-	-	-	-		1,570,984
Reserve Balance - end of year	\$ 22,806	\$ (5,400)	\$ 17,406	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-

Impact on operating budget:

The impact on the operating budget is reflected in the Public Safety program which is incorporated in Public Services Administration - program # 2010.

Estimated total project cost: \$ 1,570,984

Estimated completion date: Undetermined - ongoing replacement of aging system equipment

Department: Public Services

Manager: Bob Ryan, Director of Public Services

Initial year appropriated: FY 2009

FY2023

Proposed Expenditures:

\$ 221,459 Security camera replacement/maint.

\$ 221,459

NEW CITY HALL
Project #041003

Project Description:

A new City Hall is being built on the existing City Hall site and will accommodate the relocation of the Public Services department from their temporary offices at 8400 Baltimore Ave. The site has been expanded to include the U.S. Route 1 frontage. It includes office space for the University of Maryland and a public plaza. This is a joint development project of the City and University, totaling approximately 85,000 square feet. Construction began in January 2020 with an expected completion date of November 2021.

Existing City Hall staff and services have been temporarily relocated to 8400 Baltimore Ave. adjacent to Public Services staff. FY 2022 includes relocation cost estimates and initial Utility and cleaning services for the building.

	Cumulative Project Inception to June 30, 2021 Actual		Cumulative Project Inception to June 30, 2022 Estimated		FY 2023 Proposed Budget	FY 2024 Projected	FY 2025 Projected	FY 2026 Projected	FY 2027 Projected	Cumulative Project Inception to End/FY27 Projected
		FY 2022 Est. Total								
Funding Sources:										
Reserve Balance - beginning of year					\$ -	\$ -	\$ -	\$ -	\$ -	
State Grants	1,125,000	-	1,125,000							1,125,000
Other Grants	-	50,000	50,000							50,000
Investment earnings	116,477	246	116,723							116,723
GO Bond proceeds & premium	12,502,854	-	12,502,854		-					12,502,854
Rent	171,648	-	171,648		-					171,648
General Fund	5,530,410	-	5,530,410		-					5,530,410
Interproject-transfer - I-Net	118,800	500,000	618,800			-				618,800
Total Funding Sources	19,565,189	550,246	20,115,435		-	-	-	-	-	20,115,435
Grants & Assistance										
Prof Services	Prof. services after FY2018 are in Project Budget (Land, property, Equipment)									-
Legal Services	103,978	5,429	109,407			-				109,407
Relocation Costs (including rent-8400)	813,516	62,569	876,085			-				876,085
Utilities	17,874	(16,138)	1,736							1,736
Misc. charges	2,710	464	3,174							3,174
Bond issuance costs	105,634	-	105,634							105,634
Land, Property, Equipment & Improve.	13,774,215	5,245,184	19,019,399			-				19,019,399
Total Capital/Project Expenditures	14,817,927	5,297,508	20,115,435		-	-	-	-	-	20,115,435
Reserve Balance - end of year	\$ 4,747,262	\$ (4,747,262)	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Impact on operating budget:

Most maintenance, repairs and utility costs of the new city hall are expected to be similar or less than what was incurred in the old building.

Estimated total project cost: \$ 19,019,399
Estimated completion date: FY 2022
Department: Administration
Manager: City Manager
Initial year appropriated: FY 2012

College Park Woods Property Acquisition & Redevelopment

Project #181015

Project Description:

This project was established in FY2018 to provide funding for future expenditures relating to the acquisition, rehabilitation and redevelopment of the former College Park Woods Pool property. The property has been purchased and will require demolition/decommissioning of the pool. Decommissioning the pool is included in FY2020 along with site renovations. There are plans to construct a building for community use, with a parking lot and landscaping.

	Cumulative Project Inception to June 30, 2021 Actual		Cumulative Project Inception to June 30, 2022 Estimated		FY 2023 Proposed Budget	FY 2024 Projected	FY 2025 Projected	FY 2026 Projected	FY 2027 Projected	Cumulative Project Inception to End/FY27 Projected
		FY 2022 Est. Total								
Funding Sources:										
Reserve Balance - beginning of year				\$ 88	\$ 50,088	\$ 45,088	\$ -	\$ -		
State Grants	261,500	\$ -	\$ 261,500	-	95,000					\$ 356,500
General Fund	\$ 581,254	-	581,254		150,000	104,912				836,166
General Fund - FY22 Excess xfer		-	-	650,000						650,000
Inter-project transfer	-	250,000	250,000							250,000
Total Funding Sources	842,754	250,000	1,092,754	650,088	295,088	150,000	-	-	-	2,092,666
Capital/Project expenditures:										
Prof Services	6,380	-	6,380	-						6,380
Special Services	412	-	412							412
Repairs & Maint	1,230	-	1,230							1,230
Land, Property, Equipment & Improve.	645,653	438,991	1,084,644	600,000	250,000	150,000				2,084,644
Total Capital/Project Expenditures	653,675	438,991	1,092,666	600,000	250,000	150,000	-	-	-	2,092,666
Reserve Balance - end of year	\$ 189,079	\$ (188,991)	\$ 88	\$ 50,088	\$ 45,088	\$ -	\$ -	\$ -	\$ -	-

Impact on operating budget:

Additional costs to maintain the new facility will be covered by the Building Maintenance budget (Program #5028). These costs are not expected to be material nor require

Estimated total project cost:	\$ 2,092,666	FY2023	Clubhouse construction
Estimated completion date:	FY2021	FY2024	Phase II-Site Imp.
Department:	DPW	FY2025	Site improve.
Manager:	Robert Marsili, Director of Public Works		
Initial year appropriated:	FY 2018		

North College Park Community Center

Project #220033333

Project Description:

This project provides for the City's funding participation for a potential North College Park community facility, in collaboration with Prince George's County and MNCPPC.

Based on a total projected cost of \$15 million, and preliminary discussions regarding the City's funding participation, the City is setting aside 10% (\$1.5 million) for the project to be spread over the next 4 years (FY2023 to FY2026)

	Cumulative Project Inception to June 30, 2021 Actual	FY 2022 FY2022 Est. Total	Cumulative Project Inception to June 30, 2022 Estimated	FY 2023 Proposed Budget	FY 2024 Projected	FY 2025 Projected	FY 2026 Projected	FY 2027 Projected	Cumulative Project Inception to End/FY27 Projected
Funding Sources:									
Reserve Balance - beginning of year				\$ -	\$ 375,000	\$ 750,000	\$ 375,000	\$ -	
General Fund		-	-	-	375,000	375,000	375,000		1,125,000
General Fund - FY2022 Excess fund bal. xfer				350,000					350,000
Inter-project transfer (from Dept. capital)		-	-	25,000					25,000
Total Funding Sources	-	-	-	375,000	750,000	1,125,000	750,000	-	1,500,000
Capital/Project expenditures:									
Land, Property, Equipment & Improve.						750,000	750,000		1,500,000
Total Capital/Project Expenditures	-	-	-	-	-	750,000	750,000	-	1,500,000
Reserve Balance - end of year	\$ -	\$ -	\$ -	\$ 375,000	\$ 750,000	\$ 375,000	\$ -	\$ -	\$ -

Impact on operating budget:

Impact on operations is expected to be minimal with existing Public works staff in Recreation Facilities Maintenance (Program #5019) responsible for ongoing maintenance.

Estimated total project cost: \$ 1,500,000

Estimated completion date: FY2026

Department: Planning

Manager: Terry Schum, Director of Planning & Comm. Development

Initial year appropriated: FY2023

DUVALL FIELD RENOVATION - Phase 2

Project #053007

Project Description:

This project is a continuation of the comprehensive renovation of the City's largest multi-use recreational facility to address deferred maintenance and the provision of new amenities. Work will be constructed in phases based on available funds. Phase 1, now completed, involved replacement of the concession and restroom building and construction of a new recreation plaza.

Phase 2 is in process, with the preparation of a conceptual plan with community input to determine the other types of facilities and work needed. This will be followed by 100% design plans and construction. Funding is provided from a variety of sources including the 2019 General Obligation Bond, Program Open Space, Community Parks and Playgrounds, State bonds and

	Cumulative Project Inception to June 30, 2021 Actual	FY 2022 FY2022 Est. Total	Cumulative Project Inception to June 30, 2022 Estimated	FY 2023 Proposed Budget	FY 2024 Projected	FY 2025 Projected	FY 2026 Projected	FY 2027 Projected	Cumulative Project Inception to End/FY27 Projected
<u>Funding Sources:</u>									
Reserve Balance - beginning of year				\$ 5,033,752	\$ -	\$ -	\$ -	\$ -	
State Grants	1,036,027	-	1,036,027						1,036,027
Investment earnings	44,749	721	45,470		-				45,470
Developer Contributions	550,000	-	550,000						550,000
Bond proceeds/premium	5,000,000	-	5,000,000						5,000,000
General Fund	465,387	-	465,387						465,387
Inter-project transfer (from Duvall Field Phase 1)	54,024	-	54,024						54,024
Total Funding Sources	7,150,187	721	7,150,908	5,033,752	-	-	-	-	7,150,908
<u>Capital/Project expenditures:</u>									
Prof Services	259,473	313,105	572,578						572,578
Special Services	14,182	-	14,182						14,182
Rentals	4,283	-	4,283						4,283
Supplies	339	-	339						339
Bonds issuance costs	41,595	-	41,595						41,595
Land, Property, Equipment & Improve.	1,411,841	72,338	1,484,179	5,000,000					6,484,179
Inter-project transfer (To Hollywood Comm. Revit.)	-		-	33,752					33,752
Total Capital/Project Expenditures	1,731,713	385,443	2,117,156	5,033,752	-	-	-	-	7,150,908
Reserve Balance - end of year	\$ 5,418,474	\$ (384,722)	\$ 5,033,752	\$ -	\$ -	\$ -	\$ -	\$ -	-

Impact on operating budget:

Current costs at Duval Field is covered in the Recreation Facilities Maintenance budget (Program #5019). This will continue with the renovated facility, without the need for

Estimated total project cost: \$ 7,150,908 (remaining bond funds will be transferred to Hollywood Commercial Revitalization CIP)
Estimated completion date: FY 2023
Department: Planning, Community & Economic Development
Manager: Terry Schum, Director of Planning
Initial year appropriated: FY 2006

FACILITIES CAPITAL RESERVE

Project #991013

Project Description:

This project was established in FY99 to provide funding for future expenditures relating to major maintenance and repairs of City-owned buildings, including City Hall, Public Services, Youth & Family Services, Calvert Road School, Old Parish House, the Parking Garage and surrounding structures. The Mayor & Council have a goal of setting aside a sum certain each year, depending upon availability of funds, in order to provide a substantial reserve account over a period of years. This reserve may be used to provide funding for acquisition of properties as necessary.

	Cumulative Project Inception to June 30, 2021 Actual		Cumulative Project Inception to June 30, 2022 Estimated		FY 2023 Proposed Budget	FY 2024 Projected	FY 2025 Projected	FY 2026 Projected	FY 2027 Projected	Cumulative Project Inception to End/FY27 Projected
		FY 2022 Est. Total								
Funding Sources:										
Reserve Balance - beginning of year					\$ 392,653	\$ 217,653	\$ 152,653	\$ 177,653	\$ 177,653	
State Grants	\$ 172,600	\$ -	\$ 172,600							172,600
General Fund	850,521	62,703	913,224			100,000	100,000			1,113,224
Total Funding Sources	1,023,121	62,703	1,085,824		392,653	317,653	252,653	177,653	177,653	1,285,824
Capital/Project expenditures:										
Prof Services	13,220	-	13,220							13,220
Repairs & Maint (Parking Garage renov/upgrade*)	62,473	190,000	252,473		175,000	165,000	75,000		-	667,473
Land, Property, Equipment & Improve.	358,690	-	358,690							358,690
Inter-project transfer	34,758	-	34,758							34,758
Transfers-Facilities Capital Reserve	34,030	-	34,030							34,030
Total Capital/Project Expenditures	503,171	190,000	693,171		175,000	165,000	75,000	-	-	1,108,171
Reserve Balance - end of year	\$ 519,950	\$ (127,297)	\$ 392,653		\$ 217,653	\$ 152,653	\$ 177,653	\$ 177,653	\$ 177,653	\$ 177,653

* Beginning in FY2022, the City will began major repairs and upgrades to the Parking Garage, to be carried out over 5 years, at an estimated total of cost of \$667,500

Impact on operating budget:

Most projects funded improve the efficiency of City facilities, reducing operating costs. Other projects have no significant impact on the operating budget, with costs covered in

Estimated total project cost:	Ongoing project
Estimated completion date:	Ongoing
Department:	Finance
Manager:	Gary Fields, Finance Director
Initial year appropriated:	FY 1999

FY2023
Proposed Expenditures:
-
\$ -

HOLLYWOOD COMMERCIAL REVITALIZATION

Project #103004

Project Description:

This project funds streetscape improvements in the Hollywood Commercial District, located at the intersection of Edgewood Road and Rhode Island Avenue. The project proposes to repurpose segments of the service roads as parklets and to provide pedestrian, bicycle and bus stop enhancements as well as landscaping and pedestrian lighting. A study to assess the feasibility of daylighting the Narragansett Run is part of this project. A contract has been awarded to complete 100% design and construction drawings. Work is expected to be completed in FY2023.

	Cumulative Project Inception to June 30, 2021 Actual		Cumulative Project Inception to June 30, 2022 Estimated		FY 2023 Proposed Budget	FY 2024 Projected	FY 2025 Projected	FY 2026 Projected	FY 2027 Projected	Cumulative Project Inception to End/FY27 Projected
		FY 2022 Est. Total								
Funding Sources:										
Reserve Balance - beginning of year					\$ 415,974	\$ -	\$ -	\$ -	\$ -	
State Grants	99,850	-	99,850							99,850
Developer Contributions	400,000	-	400,000							400,000
General Fund	1,011,390	500,000	1,511,390							1,511,390
General Fund - Lost revenue recovery		-	-	1,560,000						1,560,000
Inter-proj. transfer (from Duvall Fields Renov. CIP)	-	-	-	33,752	-					33,752
Total Funding Sources	1,511,240	500,000	2,011,240	2,009,726	-	-	-	-	-	3,604,992
Capital/Project expenditures:										
Prof Services	446,583	136,185	582,768	9,726						592,494
Special Services	12,498	-	12,498							12,498
Land, Property, Equipment & Improve.		1,000,000	1,000,000	2,000,000						3,000,000
Total Capital/Project Expenditures	459,081	1,136,185	1,595,266	2,009,726	-	-	-	-	-	3,604,992
Reserve Balance - end of year	\$ 1,052,159	\$ (636,185)	\$ 415,974	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-

Impact on operating budget:

No significant impact on the operating budget is anticipated. Existing Public Works staff will be responsible for ongoing maintenance.

Estimated total project cost: \$ 3,604,992

Estimated completion date: FY2023

Department: Planning, Community & Economic Development

Manager: Terry Schum, Director of Planning

Initial year appropriated: FY 2010

I-NET
Project #: 011004

Project Description:

This project accumulates funds paid to the City as capital equipment support grant payments under the provisions of cable franchise agreements, to cover public, educational and government (P.E.G.) capital costs, including capital for studio facilities, studio and portable production equipment, editing equipment and program playback equipment, institutional network equipment, and dark fiber.

Beginning in FY2008, the City pays up to 1/3 of its 3% capital equipment grant from Comcast and Verizon to the Prince George's I-Net, according to the terms of the I-Net governance agreement adopted by the Mayor & Council and the I-Net's adopted budget. Currently, 28.1% of that payment is allocable to capital and may be paid from P.E.G. funds; the remaining 71.9% covers I-Net operating costs and is budgeted in the General Fund, Information Technology budget. The accumulated funds from all I-Net members will cover purchases and maintenance of shared

	Cumulative Project Inception to June 30, 2021 Actual	FY 2022 FY2022 Est. Total	Cumulative Project Inception to June 30, 2022 Estimated	FY 2023 Proposed Budget	FY 2024 Projected	FY 2025 Projected	FY 2026 Projected	FY 2027 Projected	Cumulative Project Inception to End/FY27 Projected
Funding Sources:									
Reserve Balance - beginning of year				\$ 1,632,890	\$ 1,747,890	\$ 1,862,890	\$ 1,977,890	\$ 2,092,890	
P.E.G. funds	\$ 3,268,836	\$ 139,401	\$ 3,408,237	140,000	140,000	140,000	140,000	140,000	\$ 4,108,237
Total Funding Sources	3,268,836	139,401	3,408,237	1,772,890	1,887,890	2,002,890	2,117,890	2,232,890	4,108,237
Capital/Project expenditures:									
Prof Services	83,265	-	83,265						83,265
Contractual	31,393	-	31,393						31,393
Special Services	105,450	-	105,450						105,450
Repairs & Maint	54,628	2,338	56,966						56,966
Maintenance contracts	41,797	-	41,797						41,797
Supplies	1,906	-	1,906						1,906
Postage	109	-	109						109
Land, Property, Equipment & Improve.	891,905	62,556	954,461	25,000	25,000	25,000	25,000	25,000	1,079,461
Inter-project transfer (New City Hall)	-	500,000	500,000						500,000
Total Capital/Project Expenditures	1,210,453	564,894	1,775,347	25,000	25,000	25,000	25,000	25,000	1,900,347
Reserve Balance - end of year	\$ 2,058,383	\$ (425,493)	\$ 1,632,890	\$ 1,747,890	\$ 1,862,890	\$ 1,977,890	\$ 2,092,890	\$ 2,207,890	\$ 2,207,890
	<i>\$55,000 for CableCast Project</i>								

Impact on operating budget:

No impact expected as PEG funds have been accumulated that will more than cover projected costs for the next several years. Ongoing operating costs are absorbed by the City's

Estimated total project cost:	Continuing project
Estimated completion date:	Ongoing
Department:	Information Technology
Manager:	Giorgi Gordeziani, IT Manager
Initial year appropriated:	FY 2011

OLD PARISH HOUSE RENOVATIONS #2

Project #155001

Project Description:

This project funds repairs and upgrades to the Old Parish House, a City-owned facility at 4711 Knox Road. Work will be done in phases, dependent on available funding and according to a maintenance plan and program. This plan is part of a Historic Structures Report that evaluates character-defining features, structural integrity and provides work priorities and cost estimates.

	Cumulative Project Inception to June 30, 2021 Actual		Cumulative Project Inception to June 30, 2022 Estimated		FY 2023 Proposed Budget	FY 2024 Projected	FY 2025 Projected	FY 2026 Projected	FY 2027 Projected	Cumulative Project Inception to End/FY27 Projected
		FY 2022 Est. Total								
Funding Sources:										
Reserve Balance - beginning of year					\$ 89,401	\$ 59,401	\$ 49,401	\$ 39,401	\$ 45,001	
County Grants		38,000	38,000							38,000
General government charges (OPH Rentals)	7,563	300	7,863							7,863
Developer Contributions	50,000	-	50,000							50,000
General Fund	228,566	-	228,566	-				15,600		244,166
General Fund - Lost revenue recovery		100,000	100,000							
Inter-project transfer (FY19 from excess f/b xfer)	25,000	-	25,000							25,000
Total Funding Sources	311,129	138,300	449,429		89,401	59,401	49,401	55,001	45,001	365,029
Capital/Project expenditures:										
Prof Services	39,343	-	39,343							39,343
Land, Property, Equipment & Improve.	165,685	155,000	320,685	30,000	10,000	10,000	10,000	10,000	10,000	390,685
Total Capital/Project Expenditures	205,028	155,000	360,028	30,000	10,000	10,000	10,000	10,000	10,000	430,028
Reserve Balance - end of year	\$ 106,101	\$ (16,700)	\$ 89,401	\$ 59,401	\$ 49,401	\$ 39,401	\$ 45,001	\$ 35,001	\$ (64,999)	

Impact on operating budget:

Most projects funded improve the efficiency of City facilities, reducing operating costs. Other projects have no significant impact on the operating budget, with costs covered in

FY 2023 Capital:

1) \$ 30,000 Acoustic panels

Estimated total project cost: Ongoing project
Estimated completion date: Ongoing project
Department: Public Works
Manager: Robert Marsili, Director of Public Works
Initial year appropriated: FY 2015

\$ 30,000

PARKING ENFORCEMENT EQUIPMENT REPLACEMENT

Project #162002

Project Description:

This project provides funding for replacement of parking enforcement equipment, including handheld ticket writers and pay stations.

	Cumulative Project Inception to June 30, 2021 Actual	FY 2022 FY2022 Est. Total	Cumulative Project Inception to June 30, 2022 Estimated	FY 2023 Proposed Budget	FY 2024 Projected	FY 2025 Projected	FY 2026 Projected	FY 2027 Projected	Cumulative Project Inception to End/FY27 Projected
Funding Sources:									
Reserve Balance - beginning of year				\$ (13,066)	\$ -	\$ -	\$ -	\$ -	
General Fund	361,994	75,000	436,994	88,066	50,000	75,000	50,000	75,000	775,060
Total Funding Sources	361,994	75,000	436,994	75,000	50,000	75,000	50,000	75,000	775,060
Capital/Project expenditures:									
Land, Property, Equipment & Improve.	445,900	4,160	450,060	75,000	50,000	75,000	50,000	75,000	775,060
Total Capital/Project Expenditures	445,900	4,160	450,060	75,000	50,000	75,000	50,000	75,000	775,060
Reserve Balance - end of year	\$ (83,906)	\$ 70,840	\$ (13,066)	\$ -	\$ -	\$ -	\$ -	\$ -	-

Impact on operating budget:

There is no significant budget impact as a result of this project. It is replacing and upgrading existing equipment. Operating costs associated with this project are in the Public

Estimated total project cost:

Ongoing

FY 2023 Capital:

Estimated completion date:

Ongoing

\$ 75,000 Equipment replacement, installation

Department:

Public Services

Manager:

Jim Miller, Parking Manager

\$ 75,000

Initial year appropriated:

FY 2016

PROPERTY ACQUISITION

Project #181014

Project Description:

This project is for the possible purchase of property for future use or redevelopment. Also for appraisals and matching funds required for certain grants, previously accounted for

	Cumulative <u>Project</u> Inception to June 30, 2021 Actual	FY 2022 FY2022 Est. Total	Cumulative <u>Project</u> Inception to June 30, 2022 Estimated	FY 2023 Proposed Budget	FY 2024 Projected	FY 2025 Projected	FY 2026 Projected	FY 2027 Projected	Cumulative <u>Project</u> Inception to End/FY27 Projected
Funding Sources:									
Reserve Balance - beginning of year				\$ (1,634,775)	\$ 925,225	\$ 885,225	\$ 895,225	\$ 855,225	
General Fund	80,000	-	80,000			50,000		50,000	180,000
General Fund - lost revenue recovery		-	-	2,600,000					2,600,000
Inter-project transfer	45,225	-	45,225						45,225
Total Funding Sources	125,225	-	125,225	965,225	925,225	935,225	895,225	905,225	2,825,225
Capital/Project expenditures:									
Prof Services (Appraisals & Matching Funds)	-	-	-	40,000	40,000	40,000	40,000	40,000	200,000
Loans/Leases/Bonds - Admin fees	-	-	-						-
Land, Property, Equipment & Improve.	10,000	1,750,000	1,760,000						1,760,000
Total Capital/Project Expenditures	10,000	1,750,000	1,760,000	40,000	40,000	40,000	40,000	40,000	1,960,000
Reserve Balance - end of year	\$ 115,225	\$ (1,750,000)	\$ (1,634,775)	\$ 925,225	\$ 885,225	\$ 895,225	\$ 855,225	\$ 865,225	\$ 865,225

Impact on operating budget:

There is no impact on the operating budget as this project has, to date, only been used to set aside funds for possible property acquisition. If/when acquisitions are made a

Estimated total project cost: Unknown

Estimated completion date: Unknown

Department: Finance

Manager: Kenny Young, City Manager

Initial year appropriated: FY 2018

PUBLIC WORKS FACILITIES IMPROVEMENTS

Project #015002

Project Description:

This project will review and propose improvements to the City's Public Works buildings and facilities. This includes several buildings including Davis Hall, the modular building, the garage and supply buildings.

	Cumulative Project Inception to June 30, 2021 Actual		Cumulative Project Inception to June 30, 2022 Estimated		FY 2023 Proposed Budget	FY 2024 Projected	FY 2025 Projected	FY 2026 Projected	FY 2027 Projected	Cumulative Project Inception to End/FY27 Projected
		FY 2022 Est. Total								
Funding Sources:										
Reserve Balance - beginning of year					\$ 113,762	\$ 28,762	\$ 23,762	\$ 13,762	\$ 10,000	
Federal Grants	\$ 106,400	\$ -	\$ 106,400							\$ 106,400
State Grants	50,000		50,000							50,000
General Fund	1,243,645	-	1,243,645			15,000		6,238		1,264,883
General Fund - lost revenue recovery					100,000					100,000
Inter-project transfer	74,216	-	74,216							74,216
Facilities Capital Reserve	34,030	-	34,030							34,030
Total Funding Sources	1,508,291	-	1,508,291		213,762	43,762	23,762	20,000	10,000	1,629,529
Capital/Project expenditures:										
Prof Services	87,303	-	87,303							87,303
Contractual	10,407	-	10,407							10,407
Repairs & Maint	5,875	-	5,875							5,875
Special Services	1,339	-	1,339							1,339
Postage	31	-	31							31
Loans/Leases/Bonds - Admin fees	1,222	-	1,222							1,222
Land, Property, Equipment & Improve.	1,278,352	10,000	1,288,352		185,000	20,000	10,000	10,000	10,000	1,523,352
Total Capital/Project Expenditures	1,384,529	10,000	1,394,529		185,000	20,000	10,000	10,000	10,000	1,629,529
Reserve Balance - end of year	\$ 123,762	\$ (10,000)	\$ 113,762		\$ 28,762	\$ 23,762	\$ 13,762	\$ 10,000	\$ -	\$ -

FY 2023 Expenditures:

- 1) \$ 100,000 DPW Customer service window reno (from prior year)
- 2) 85,000 Truck garage roof replacement

\$ 185,000

COMPLETE & GREEN STREETS

Project #113004

Project Description:

This is a program established to implement the complete and green streets policy adopted by the City Council. It funds projects to improve facilities for walking and bicycling within City rights-of-way as well as green infrastructure. A priority matrix was developed by City staff to help identify projects for funding and an implementation plan has been developed to enhance connectivity. State matching grants will be pursued to assist with funding this project.

	Cumulative Project Inception to June 30, 2021 Actual		FY 2022 FY2022 Est. Total	Cumulative Project Inception to June 30, 2022 Estimated		FY 2023 Proposed Budget	FY 2024 Projected	FY 2025 Projected	FY 2026 Projected	FY 2027 Projected	Cumulative Project Inception to End/FY27 Projected				
Funding Sources:															
Reserve Balance - beginning of year					\$	(234,762)	\$	49,238	\$	149,238	\$	249,238	\$	99,238	
Other Grants (CDBG)	181,927		-	181,927		237,203									419,130
Other revenue - WSSC contribution	-		360,000	360,000											360,000
General Fund	120,000		450,000	570,000		950,000	450,000	200,000	400,000	500,000					3,070,000
Total Funding Sources	885,250		810,000	1,695,250		952,441	499,238	349,238	649,238	599,238					4,432,453
Prof Services	304,319		26,420	330,739			-								330,739
Special Services	1,227		-	1,227											1,227
Land, Property, Equipment & Improve.	446,472		-	446,472											446,472
Sidewalk projects:															
Edmondston Rd.			1,011,574	1,011,574		-									1,011,574
Hollywood Rd.			140,000	140,000		566,000									706,000
Cherokee St.			-	-		237,203									237,203
52nd Ave						100,000	350,000								
Ruatan St.			-	-		-		100,000	450,000						550,000
Bowdoin			-	-					100,000	350,000					450,000
Wellesley			-	-						200,000					200,000
Total Capital/Project Expenditures	752,018		1,177,994	1,930,012		903,203	350,000	100,000	550,000	550,000					3,933,215
Reserve Balance - end of year	\$ 133,232	\$ (367,994)	\$ (234,762)	\$ (234,762)	\$	49,238	\$ 149,238	\$ 249,238	\$ 99,238	\$ 49,238	\$	499,238			

Impact on operating budget:

To be determined

Estimated total project cost: \$ 3,933,215

Estimated completion date: Ongoing project

Department: Planning, Community & Economic Development

Manager: Terry Schum, Director of Planning
Steve Halpern, City Engineer

Pedestrian Streetlights (Baltimore Ave. & Other locations)

Project #200001

Project Description:

For pedestrian safety and the beautification of Baltimore Avenue 134 pedestrian streetlights are proposed along both sides of Baltimore Avenue from Lakeland Road to University Boulevard.

	Cumulative Project Inception to June 30, 2021 Actual	FY 2022 FY2022 Est. Total	Cumulative Project Inception to June 30, 2022 Estimated	FY 2023 Proposed Budget	FY 2024 Projected	FY 2025 Projected	FY 2026 Projected	FY 2027 Projected	Cumulative Project Inception to End/FY27 Projected
<u>Funding Sources:</u>									
Reserve Balance - beginning of year				\$ 50,000	\$ -	\$ -	\$ -	\$ -	
State Grants	-	-	-	750,000					750,000
General Fund	50,000	-	50,000		-				50,000
Total Funding Sources	50,000	-	50,000	800,000	-	-	-	-	800,000
<u>Capital/Project expenditures:</u>									
Pedestrian Streetlights-Balt. Ave.		-	-	800,000					800,000
Total Capital/Project Expenditures	-	-	-	800,000	-	-	-	-	800,000
Reserve Balance - end of year	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	-

Impact on operating budget:

To be determined

Estimated total project cost: \$ 800,000

Estimated completion date: FY2021

Department: Engineering

Manager: Steve Halpern, City Engineer

Initial year appropriated: FY2020

PAVEMENT MANAGEMENT PLAN

Project #045008

Project Description:

This plan maintains the City's street network and appurtenances as outlined in the annual Pavement Management Plan (PMP), prepared by the City Engineer. This plan is based on an on-site visual inspection of every street in the City and is updated annually. Streets are rated on a scale of 1-10, "10" being the worse case. It has been several years since the City has had a street rated "10". Funding for residential and other special requests, including new traffic-calming devices, are also covered under this project. This project is reset to -0- each fiscal year. Adoption of the budget ordinance specifically references approval of the Pavement Management Plan as presented to Mayor & Council.

This project funds the ongoing maintenance of City streets, sidewalks, curb and gutter, and other infrastructure. The program of planned regular resurfacing has allowed the City to avoid doing expensive major street reconstruction.

	Cumulative <u>Project</u> Inception to June 30, 2021			Cumulative <u>Project</u> Inception to June 30, 2022			FY 2023	FY 2024	FY 2025	FY 2026	FY 2027		Cumulative <u>Project</u> Inception to End/FY27	
	Actual	Est. Total		Estimated		Proposed Budget	Projected	Projected	Projected	Projected	Projected		Projected	
<u>Funding Sources:</u>														
Reserve Balance - beginning of year					\$	358,765	\$	279,017	\$	279,017	\$	279,017		
Federal Grants	\$	419,797	\$	-	\$	419,797							419,797	
Highways & Streets - Utility reimburse.		1,850		-		1,850							1,850	
General Fund		7,269,477		-		7,269,477	649,934						7,919,411	
Inter-project transfer		1,550,000		300,000		1,850,000							1,850,000	
Total Funding Sources		9,241,124		300,000		9,541,124	1,008,699	279,017	279,017	279,017	279,017		10,191,058	
<u>Capital/Project expenditures:</u>														
Prof Services		15,298		-		15,298							15,298	
Special Services		10,454		-		10,454							10,454	
Pavement Management Plan		8,419,277		485,372		8,904,649	729,682						9,634,331	
Inter-project transfer		251,958		-		251,958							251,958	
Total Capital/Project Expenditures		8,696,987		485,372		9,182,359	729,682	-	-	-	-		9,912,041	
Reserve Balance - end of year	\$	544,137	\$	(185,372)	\$	358,765	\$	279,017	\$	279,017	\$	279,017	\$	279,017

Impact on operating budget:

Following a planned program of regular resurfacing has effectively reduced the cost of expensive major street reconstruction. It has also allowed the City to take advantage of

Estimated total project cost: Continuing project

Estimated completion date: Ongoing

Department: Public Works

Manager: Steve Halpern, City Engineer

Initial year appropriated: FY 2004

Rhode Island Ave. Bike Lane & Intersection Improvements

Project #190001

Project Description:

The goal of this project is to make bicycle travel safer along Rhode Island Ave. between Muskogee St. and Greenbelt Rd. Final design of buffered bike lanes is funded with a State Bikeways Grant and construction is expected to take approximately two years.

	Cumulative Project Inception to June 30, 2021 Actual		Cumulative Project Inception to June 30, 2022 Estimated		FY 2023 Proposed Budget	FY 2024 Projected	FY 2025 Projected	FY 2026 Projected	FY 2027 Projected	Cumulative Project Inception to End/FY27 Projected
		FY2022 Est. Total								
<u>Funding Sources:</u>										
Reserve Balance - beginning of year					\$ 257,394	\$ -	\$ -	\$ -	\$ -	
State Grants	\$ -	\$ 54,000	\$ 54,000							54,000
General Fund	22,000	-	22,000	209,606						231,606
Inter-project transfer	-	300,000	300,000							300,000
Total Funding Sources	22,000	354,000	376,000	467,000	-	-	-	-	-	585,606
<u>Capital/Project expenditures:</u>										
Prof Services	63,980	48,914	112,894							112,894
Land, Property, Equipment & Improve.	5,712	-	5,712							5,712
Rhode Island Bike/Intersect. Improve				467,000						467,000
Total Capital/Project Expenditures	69,692	48,914	118,606	467,000	-	-	-	-	-	585,606
Reserve Balance - end of year	\$ (47,692)	\$ 305,086	\$ 257,394	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-

Impact on operating budget:

To be determined

Estimated total project cost: \$ 585,606

Estimated completion date: Ongoing project

Department: Planning, Community & Economic Development

Manager: Terry Schum, Director of Planning

Initial year appropriated: FY 2019

VEHICLE REPLACEMENT PROGRAM

Project #925061

Project Description:

This project is designed to be replenished annually from the General Fund based on the depreciation of the City's fleet. Vehicle replacement is determined by ratings established using the Department of Public Works' vehicle replacement analysis report. Replacement is calculated based on estimated life of classes of vehicles, taking into account maintenance history records for each vehicle. This project is ongoing, subject to annual funding. The City is proposing to begin a lease program for certain vehicles and trucks beginning in FY2022.

Maintenance of City vehicles and equipment is performed and budgeted by the City's Fleet Services program in the Public Works Department of the General Fund. Scheduled

	Cumulative Project Inception to June 30, 2021 Actual	FY 2022 FY2022 Est. Total	Cumulative Project Inception to June 30, 2022 Estimated	FY 2023 Proposed Budget	FY 2024 Projected	FY 2025 Projected	FY 2026 Projected	FY 2027 Projected	Cumulative Project Inception to End/FY27 Projected
Funding Sources:									
Reserve Balance - beginning of year				\$ 144,530	\$ 2,030	\$ 14,530	\$ 27,030	\$ 39,530	
Sale of F/A	217,204	-	217,204	12,500	12,500	12,500	12,500	12,500	279,704
Other revenue	306,719	-	306,719						306,719
General Fund	5,102,762	-	5,102,762	400,000	500,000	500,000	500,000	500,000	7,502,762
Total Funding Sources	10,582,604	300,000	10,882,604	557,030	514,530	527,030	539,530	552,030	13,345,104
Capital/Project expenditures:									
Legal Services	9,416	-	9,416	-	-	-	-	-	9,416
Principal payments	3,845,131	-	3,845,131	-	-	-	-	-	3,845,131
Interest exp	313,151	-	313,151	-	-	-	-	-	313,151
Vehicles	6,270,376	300,000	6,570,376	555,000	500,000	500,000	500,000	500,000	9,125,376
Total Capital/Project Expenditures	10,438,074	300,000	10,738,074	555,000	500,000	500,000	500,000	500,000	13,293,074
Reserve Balance - end of year	\$ 144,530	\$ -	\$ 144,530	\$ 2,030	\$ 14,530	\$ 27,030	\$ 39,530	\$ 52,030	\$ 52,030

\$30,000/ year for Enterprise 5-yr lease (FY2023-2027)

Impact on operating budget:

No significant impact as vehicles added are replacing retired vehicles. If anything, repairs and maintenance costs should decrease with new vehicles. Public Works

<u>Estimated total project cost:</u>	Ongoing project
<u>Estimated completion date:</u>	Ongoing project
<u>Department:</u>	Public Works
<u>Manager:</u>	Robert Marsili, Public Works Director
<u>Initial year appropriated:</u>	FY 1992

Sentinel Swamp Sanctuary

Project #23310222

Project Description:

This project will explore options for preserving wetlands at the southeast corner of College Avenue and Columbia Avenue adjoining the Old Town Playground. This area contains natural habitat in a very urban setting. Environmental studies, clean-up, boardwalk access, overlooks and interpretative/educational signage will be considered. The project is expected to be funded from Program Open Space (75%) with a 25% match from the City.

	Cumulative Project Inception to June 30, 2021 Actual	FY 2022 FY2022 Est. Total	Cumulative Project Inception to June 30, 2022 Estimated	FY 2023 Proposed Budget	FY 2024 Projected	FY 2025 Projected	FY 2026 Projected	FY 2027 Projected	Cumulative Project Inception to End/FY27 Projected
<u>Funding Sources:</u>									
Reserve Balance - beginning of year				\$ -	\$ -	\$ -	\$ -	\$ -	
State Grants			\$ -	150,000					150,000
General Fund			-	-	50,000				50,000
Total Funding Sources	-	-	-	150,000	50,000	-	-	-	200,000
<u>Capital/Project expenditures:</u>									
Prof Services			-	75,000					75,000
Land, Property, Equipment & Improve.			-	75,000	50,000				125,000
Total Capital/Project Expenditures	-	-	-	150,000	50,000	-	-	-	200,000
Reserve Balance - end of year	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-

Impact on operating budget:

To be determined

Estimated total project cost: \$ 200,000

Estimated completion date: TBD

Department: Planning, Community & Economic Development

Manager: Terry Schum, Director of Planning

Initial year appropriated: FY 2023



COMPENSATION PLAN



Position Title	Pay Grade	Annual Salary Range		Hourly Wage Range	
		min	max	min	max
101		\$ 34,148	\$ 56,343	\$ 16.42	\$ 27.09
Custodial Worker	101				
102		\$ 35,855	\$ 59,161	\$ 17.24	\$ 28.44
Maintenance Worker	102				
Office Assistant					
103	103	\$ 37,648	\$ 62,119	\$ 18.10	\$ 29.86
104		\$ 39,530	\$ 65,225	\$ 19.00	\$ 31.36
Lead Custodian	104				
Parking Enf Officer					
Groundskeeper I					
105	105	\$ 41,506	\$ 68,486	\$ 19.95	\$ 32.93
Parking Enf Officer, Senior					
Bus Driver					
106	106	\$ 43,582	\$ 71,910	\$ 20.95	\$ 34.57
Administrative Assistant					
Fiscal Support Specialist					
Dispatcher/Administrative Asst					
107	107	\$ 45,762	\$ 75,506	\$ 22.00	\$ 36.30
Groundskeeper II					
Motor Equipment Operator I					
108	108	\$ 48,049	\$ 79,281	\$ 23.10	\$ 38.12
Administrative Specialist					
Receptionist/Administrative Specialist					
Animal Control Officer					
Code Enforcement Officer I					
Human Resources Assistant					
Inventory Control Clerk					
109	109	\$ 50,451	\$ 83,245	\$ 24.26	\$ 40.02
Facilities Maintenance Worker					
Lead Groundskeeper					
Motor Equipment Operator II					
110	110	\$ 52,974	\$ 87,408	\$ 25.47	\$ 42.02
Administrative Specialist , Senior					
Code Enforcement Officer, Senior					
Outreach Specialist					
Payroll Specialist					
Seniors Program Caseworker					
Seniors Social Coordinator					
111	111	\$ 55,623	\$ 91,777	\$ 26.74	\$ 44.12
Purchasing/Accounts Payable Coordinator					
Assistant City Clerk					
Communications Coordinator					
Executive Assistant					
Landscape Supervisor (non-CDL)					
Mechanic					
Sustainability Coordinator					

Position Title	Pay Grade	Annual Salary Range		Hourly Wage Range	
112	112	\$ 58,404	\$ 96,366	\$ 28.08	\$ 46.33
Crew Supervisor					
Parking Operations Supervisor					
Event Planner					
Engineering Tech/GIS Analyst					
113	113	\$ 61,325	\$ 101,185	\$ 29.48	\$ 48.65
Family Therapist - LGSW					
Human Resources Generalist					
Planner					
Safety and Risk Specialist					
Technology Specialist					
114	114	\$ 64,389	\$ 106,245	\$ 30.96	\$ 51.08
Code Enforcement Supervisor					
Family Therapist - LCSW					
Fleet Supervisor					
IT Specialist/Network Administrator					
Seniors Program Manager					
115	115	\$ 73,756	\$ 121,698		
Communications and Events Manager					
Economic Development Manager					
Finance Office Manager					
Parking Enforcement Manager					
Race Equity Officer					
Senior Planner					
116	116	\$ 77,444	\$ 127,783		
Clinical Supervisor					
117	117	\$ 81,316	\$ 134,172		
118	118	\$ 87,368	\$ 144,168		
Assistant Director of Finance					
Asst Dir Public Works-Administration					
Asst Dir Public Works - Operations					
Information Systems Manager					
119	119	\$ 91,736	\$ 151,377		
City Engineer					
120	120	\$ 96,323	\$ 158,945		
City Clerk					
121	121	\$ 101,139	\$ 166,893		
Director of Human Resources					
Director of Public Services					
Director of Planning					
Director of Youth, Family, and Seniors Services					
122	122	\$ 106,197	\$ 175,237		
123	123	\$ 111,506	\$ 183,998		
Assistant City Manager					
Director of Finance					
Director of Public Works					

Pay Plan: FY23

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20	Step 21	Step 22	Step 23	Step 24
100	33,521	33,337	33,969	34,717	35,481	36,262	37,060	37,875	38,710	39,561	40,432	41,323	42,232	43,161	44,111	45,083	46,075	47,089	48,126	49,184	50,268	51,373	52,505	53,660
	\$ 15.64	\$ 15.98	\$ 16.33	\$ 16.69	\$ 17.06	\$ 17.43	\$ 17.82	\$ 18.21	\$ 18.61	\$ 19.02	\$ 19.44	\$ 19.87	\$ 20.30	\$ 20.75	\$ 21.21	\$ 21.67	\$ 22.15	\$ 22.64	\$ 23.14	\$ 23.65	\$ 24.17	\$ 24.70	\$ 25.24	\$ 25.80
101	34,148	34,900	35,667	36,452	37,255	38,075	38,913	39,770	40,645	41,540	42,454	43,389	44,343	45,319	46,317	47,337	48,379	49,443	50,532	51,643	52,781	53,942	55,130	56,343
	\$ 16.42	\$ 16.78	\$ 17.15	\$ 17.53	\$ 17.91	\$ 18.31	\$ 18.71	\$ 19.12	\$ 19.54	\$ 19.97	\$ 20.41	\$ 20.86	\$ 21.32	\$ 21.79	\$ 22.27	\$ 22.76	\$ 23.26	\$ 23.77	\$ 24.29	\$ 24.83	\$ 25.38	\$ 25.93	\$ 26.50	\$ 27.09
102	35,855	36,644	37,451	38,275	39,118	39,978	40,859	41,758	42,677	43,616	44,576	45,558	46,560	47,585	48,633	49,703	50,798	51,916	53,058	54,226	55,420	56,639	57,886	59,161
	\$ 17.24	\$ 17.62	\$ 18.01	\$ 18.40	\$ 18.81	\$ 19.22	\$ 19.64	\$ 20.08	\$ 20.52	\$ 20.97	\$ 21.43	\$ 21.90	\$ 22.38	\$ 22.88	\$ 23.38	\$ 23.90	\$ 24.42	\$ 24.96	\$ 25.51	\$ 26.07	\$ 26.64	\$ 27.23	\$ 27.83	\$ 28.44
103	37,648	38,477	39,324	40,189	41,074	41,978	42,901	43,846	44,811	45,797	46,806	47,835	48,888	49,965	51,064	52,188	53,337	54,512	55,712	56,937	58,191	59,471	60,780	62,119
	\$ 18.10	\$ 18.50	\$ 18.91	\$ 19.32	\$ 19.75	\$ 20.18	\$ 20.63	\$ 21.08	\$ 21.54	\$ 22.02	\$ 22.50	\$ 23.00	\$ 23.50	\$ 24.02	\$ 24.55	\$ 25.09	\$ 25.64	\$ 26.21	\$ 26.78	\$ 27.37	\$ 27.98	\$ 28.59	\$ 29.22	\$ 29.86
104	39,530	40,401	41,289	42,199	43,128	44,076	45,047	46,038	47,051	48,087	49,146	50,227	51,333	52,462	53,618	54,798	56,004	57,236	58,497	59,784	61,101	62,445	63,820	65,225
	\$ 19.00	\$ 19.42	\$ 19.85	\$ 20.29	\$ 20.73	\$ 21.19	\$ 21.66	\$ 22.13	\$ 22.62	\$ 23.12	\$ 23.63	\$ 24.15	\$ 24.68	\$ 25.22	\$ 25.78	\$ 26.35	\$ 26.92	\$ 27.52	\$ 28.12	\$ 28.74	\$ 29.38	\$ 30.02	\$ 30.68	\$ 31.36
105	41,506	42,421	43,354	44,308	45,283	46,280	47,299	48,341	49,404	50,492	51,603	52,739	53,900	55,086	56,299	57,538	58,805	60,099	61,422	62,773	64,156	65,567	67,010	68,486
	\$ 19.95	\$ 20.39	\$ 20.84	\$ 21.30	\$ 21.77	\$ 22.25	\$ 22.74	\$ 23.24	\$ 23.75	\$ 24.27	\$ 24.81	\$ 25.36	\$ 25.91	\$ 26.48	\$ 27.07	\$ 27.66	\$ 28.27	\$ 28.89	\$ 29.53	\$ 30.18	\$ 30.84	\$ 31.52	\$ 32.22	\$ 32.93
106	43,582	44,541	45,522	46,523	47,547	48,594	49,664	50,757	51,874	53,016	54,183	55,375	56,594	57,840	59,114	60,415	61,745	63,104	64,493	65,913	67,363	68,846	70,361	71,910
	\$ 20.95	\$ 21.41	\$ 21.89	\$ 22.37	\$ 22.86	\$ 23.36	\$ 23.88	\$ 24.40	\$ 24.94	\$ 25.49	\$ 26.05	\$ 26.62	\$ 27.21	\$ 27.81	\$ 28.42	\$ 29.05	\$ 29.68	\$ 30.34	\$ 31.01	\$ 31.69	\$ 32.39	\$ 33.10	\$ 33.83	\$ 34.57
107	45,762	46,769	47,797	48,850	49,925	51,024	52,148	53,295	54,468	55,667	56,892	58,145	59,424	60,732	62,070	63,435	64,831	66,259	67,717	69,208	70,731	72,289	73,879	75,506
	\$ 22.00	\$ 22.48	\$ 22.98	\$ 23.49	\$ 24.00	\$ 24.53	\$ 25.07	\$ 25.62	\$ 26.19	\$ 26.76	\$ 27.35	\$ 27.95	\$ 28.57	\$ 29.20	\$ 29.84	\$ 30.50	\$ 31.17	\$ 31.86	\$ 32.56	\$ 33.27	\$ 34.01	\$ 34.75	\$ 35.52	\$ 36.30
108	48,049	49,107	50,188	51,293	52,421	53,575	54,755	55,960	57,192	58,451	59,737	61,052	62,396	63,769	65,173	66,607	68,074	69,572	71,103	72,668	74,268	75,903	77,573	79,281
	\$ 23.10	\$ 23.61	\$ 24.13	\$ 24.66	\$ 25.20	\$ 25.76	\$ 26.32	\$ 26.90	\$ 27.50	\$ 28.10	\$ 28.72	\$ 29.35	\$ 30.00	\$ 30.66	\$ 31.33	\$ 32.02	\$ 32.73	\$ 33.45	\$ 34.18	\$ 34.94	\$ 35.71	\$ 36.49	\$ 37.29	\$ 38.12
109	50,451	51,562	52,697	53,857	55,043	56,254	57,492	58,758	60,051	61,373	62,724	64,104	65,516	66,958	68,431	69,938	71,477	73,050	74,658	76,302	77,981	79,698	81,452	83,245
	\$ 24.26	\$ 24.79	\$ 25.33	\$ 25.89	\$ 26.46	\$ 27.05	\$ 27.64	\$ 28.25	\$ 28.87	\$ 29.51	\$ 30.16	\$ 30.82	\$ 31.50	\$ 32.19	\$ 32.90	\$ 33.62	\$ 34.36	\$ 35.12	\$ 35.89	\$ 36.68	\$ 37.49	\$ 38.32	\$ 39.16	\$ 40.02
110	52,974	54,140	55,332	56,550	57,794	59,067	60,367	61,695	63,053	64,441	65,860	67,310	68,791	70,305	71,853	73,435	75,051	76,703	78,391	80,117	81,880	83,683	85,525	87,408
	\$ 25.47	\$ 26.03	\$ 26.60	\$ 27.19	\$ 27.79	\$ 28.40	\$ 29.02	\$ 29.66	\$ 30.31	\$ 30.98	\$ 31.66	\$ 32.36	\$ 33.07	\$ 33.80	\$ 34.54	\$ 35.31	\$ 36.08	\$ 36.88	\$ 37.69	\$ 38.52	\$ 39.37	\$ 40.23	\$ 41.12	\$ 42.02
111	55,623	56,948	58,099	59,377	60,685	62,020	63,385	64,781	66,206	67,664	69,153	70,675	72,230	73,821	75,446	77,106	78,803	80,538	82,310	84,123	85,974	87,866	89,801	91,777
	\$ 26.74	\$ 27.33	\$ 27.93	\$ 28.55	\$ 29.18	\$ 29.82	\$ 30.47	\$ 31.14	\$ 31.83	\$ 32.53	\$ 33.25	\$ 33.98	\$ 34.73	\$ 35.49	\$ 36.27	\$ 37.07	\$ 37.89	\$ 38.72	\$ 39.57	\$ 40.44	\$ 41.33	\$ 42.24	\$ 43.17	\$ 44.12
112	58,404	59,690	61,003	62,346	63,719	65,122	66,554	68,020	69,517	71,047	72,610	74,209	75,842	77,512	79,218	80,961	82,744	84,564	86,426	88,329	90,273	92,260	94,290	96,366
	\$ 28.08	\$ 28.70	\$ 29.33	\$ 29.97	\$ 30.63	\$ 31.31	\$ 32.00	\$ 32.70	\$ 33.42	\$ 34.16	\$ 34.91	\$ 35.68	\$ 36.46	\$ 37.27	\$ 38.09	\$ 38.92	\$ 39.78	\$ 40.66	\$ 41.55	\$ 42.47	\$ 43.40	\$ 44.36	\$ 45.33	\$ 46.33
113	61,325	62,674	64,054	65,463	66,904	68,377	69,882	71,420	72,992	74,599	76,241	77,920	79,635	81,387	83,179	85,009	86,880	88,793	90,748	92,745	94,787	96,873	99,005	101,185
	\$ 29.48	\$ 30.13	\$ 30.80	\$ 31.47	\$ 32.17	\$ 32.87	\$ 33.60	\$ 34.34	\$ 35.09	\$ 35.86	\$ 36.65	\$ 37.46	\$ 38.29	\$ 39.13	\$ 39.99	\$ 40.87	\$ 41.77	\$ 42.69	\$ 43.63	\$ 44.59	\$ 45.57	\$ 46.57	\$ 47.60	\$ 48.65
114	64,389	65,909	67,256	68,737	70,249	71,796	73,377	74,991	76,642	78,329	80,053	81,816	83,617	85,457	87,337	89,259	91,225	93,232	95,285	97,382	99,526	101,716	103,956	106,245
	\$ 30.96	\$ 31.64	\$ 32.33	\$ 33.05	\$ 33.77	\$ 34.52	\$ 35.28	\$ 36.05	\$ 36.85	\$ 37.66	\$ 38.49	\$ 39.33	\$ 40.20	\$ 41.08	\$ 41.99	\$ 42.91	\$ 43.86	\$ 44.82	\$ 45.81	\$ 46.82	\$ 47.85	\$ 48.90	\$ 49.98	\$ 51.08

Grade	Min	Market	Max
115	73,756	81,132	121,698
116	77,444	85,188	127,783
117	81,316	89,448	134,172
118	87,368	93,921	144,168
119	94,736	98,616	151,377
120	96,323	103,547	158,945
121	101,139	108,724	166,893
122	106,197	114,161	175,237
123	111,506	119,868	183,998

FISCAL POLICIES



These policies form the basis for financial and budgetary decision-making for the City of College Park, Maryland:

Fund Structure

The City's operations are accounted for in the General Fund, Debt Service Fund, and the Capital Projects Fund ("C.I.P.").

The General Fund is the general operating fund of the City, used to account for all financial resources except those required to be accounted for in another fund. The Debt Service Fund, established in fiscal year 2008, receives the 50% increase in parking meter revenue resulting from the July 2007 meter rate increase. Beginning in fiscal year 2011, this fund also receives the \$2.50 increase in parking citation payments. The accumulated funds will be used to provide debt service on the parking garage tax-exempt bond. The fund also provides for the debt service on other debt of the City, primarily through transfers from the General Fund. The Capital Projects Fund is used to account for the acquisition and construction of major capital facilities. ARPA Allocation Fund created in FY2022 through a budget amendment to account for the City's allocation of Local Fiscal Recovery Funds pursuant to the American Rescue Plan Act.

In addition, the City maintains accounting records and performs record-keeping, billing and/or payroll services for other entities not included in the City's financial statements, including the College Park City-University Partnership ("CPCUP"); the Housing Authority of the City of College Park; and the Downtown College Park Management Authority ("DCPMA" or "CDMA").

Fiscal Year

The City operates on a fiscal year beginning on July 1 and ending on the following June 30.

Budget Preparation, Review and Adoption

The annual budget process begins in late December/early January of each year, with department heads receiving budget and CIP worksheets and preliminary budget guidance from the City Manager. Each department is responsible for submitting the proposed budget for their respective programs to the Finance Director by the end of January, based on each department's individual goals and objectives.

Revenues are projected by the Director of Finance with assistance from the individual departments for their respective revenue items. In budgeting revenues, a conservative approach is taken. For most revenue line items, the City does not have control over the basis for revenue allocation (other than setting the real property, personal property, and admission and amusement tax rates). These revenues are particularly difficult to predict as their source and calculation is handled at the State or County level, and the City is not a party to or privy to these calculations. Real and personal property assessment data is compiled and reported to the City by State Department of Assessments & Taxation ("SDAT").

Income tax is distributed by the State Comptroller as a percentage of the greater of a) 8.5% of the State income tax liability of City residents; b) 17% of Prince George's County income tax liability of City residents; or c) 0.37% of the Maryland taxable income of City residents. Admission & amusement ("A&A") tax gross receipts from entertainment and amusement activities (primarily University of Maryland athletic events for College Park) are reported to the Comptroller of Maryland by the individual taxpayers and the City's A&A tax rates are applied. Highway user tax is allocated to the City based on a State-determined formula using City road miles, vehicle registrations and other factors. Hotel-Motel tax is a 50% allocation of the County's 7% tax. For these intergovernmental revenues, actual data over the past 2 to 5 years is analyzed to identify inherent trends, and adjustments made for known events to project revenues in the coming fiscal year. During the budget process, staff reviews fees and fines set by the City

and the City Manager may propose changes for inclusion in the proposed budget.

Review

In early February, the City Manager and Finance Director meet individually with each department head to discuss the department's budget submittal, and changes are made to accommodate the overall budget picture. Proposed new programs contemplated by the departments, in order to meet their short- and long-term goals, are evaluated during these meetings to determine if the City Manager will include them in the proposed budget. If not included, they may be discussed with the Mayor & Council during the budget worksessions for possible inclusion in the final proposed budget.

After cost estimates are made, the Mayor & Council requested items are also considered for inclusion in the proposed budget. Following the individual meetings with the departments, the Director and Assistant Director of Finance prepare the Proposed Operating and CIP which by charter must be submitted to Mayor & Council by March 31. Upon submittal to the Mayor & Council, the proposed budget is posted to the City's website and available in printed form if requested. In March, the Mayor & Council hold budget worksession as necessary, with the City Manager presenting an overview and each department presenting/ justifying its budget request. CIP and related funding are also discussed. The budget worksessions are open to the public, televised and streamed over the internet. No public testimony is allowed. During the budget worksession, any Mayor & Council requested items not already included in the requested budget are reviewed

Approval/Adoption

Subsequent to the worksessions a budget ordinance, based on the proposed budget, with revisions based on budget worksession discussions, is introduced at a regular Mayor & Council meeting in late April, and a budget public hearing (and Constant Yield Tax Rate public hearing if required) is scheduled at least 14 days following budget introduction and newspaper advertising of the proposed budget and notice of the public hearing. Following the public hearing, the Mayor & Council may make amendments to the budget up to and including the meeting at which the budget is adopted. The budget is required to be adopted by Mayor & Council by May 31 and becomes effective on July 1.

ANNUAL BUDGET CALENDAR

Late December	Operating budget worksheets and CIP project summaries are distributed to department directors for completion/update. Finance department begins preparing revenue projections.
January	City Manager provides budget guidelines and parameters to department directors. Mayor & Council submit requests to City Manager for inclusion in the upcoming budget for cost estimates. Directors submit new staffing requests to HR and Technology/IT requests to IT for cost estimates and possible inclusion in the budget.
Late January	Operating budget worksheets are returned to Finance. Any proposed increases in fees or fines are submitted for review.
February	Department requests and CIP are reviewed by City Manager and Finance Director. Finance prepares personnel portion of budget (salaries and benefits); adjustments are made to balance citywide budget. Finance prepares Proposed Budget document
March	Proposed Budget is finalized and prepared for distribution to Mayor & Council, posted to the City's website and available to public (by mid-March-timed to allow 2 weekends prior to budget worksession). <i>Note: By Charter the Proposed Budget is required to be submitted by March 31.</i>

Late March	Hold Budget Worksession(s) - Mayor & Council review proposed operating budget and CIP with City Manager and Department heads. Budget worksessions are public meetings, without public testimony.
April	Any budget revisions, as a result of the worksessions, are made and the Budget Ordinance is prepared and introduced at a regular City Council meeting.
April/May	Public hearings on the budget ordinance (and constant yield tax rate if necessary) are advertised on the City's website and in a newspaper of general circulation in the City.
May	Required Public hearings are held at a regular City Council meeting.
Mid May	Possible worksession discussion of potential budget amendments.
Late May	Budget ordinance is adopted, with or without amendments. <i>Note: By Charter the Budget Ordinance is required to be adopted by May 31.</i>
July 1	Adopted budget is effective for new fiscal year.

Financial Reporting Basis of Accounting

For financial reporting purposes, the governmental funds use the modified accrual basis of accounting, under which revenues considered to be both measurable and available for funding current appropriations are recognized when earned. All other revenues are recognized when received in cash, except that revenues of a material amount that have not been received at the normal time of receipt are accrued, and any revenues received in advance are deferred. Expenditures are recorded at the time liabilities are incurred, except for accumulated sick leave, which is treated as an expenditure when paid.

Budget Basis of Accounting

The budget is prepared on a basis that conforms to generally accepted accounting principles ("GAAP") except for the following exceptions:

1. The budget may include an appropriation from the unassigned (formerly known as "undesignated") fund balance, if necessary.
2. Depreciation on fixed assets is not budgeted.
3. Capital outlay are assets, not expenditures.
4. Principal is payments on a debt liability, not an expenditure.

The budget is required to present a complete financial plan for the City. For fiscal year 2017, the City's governmental funds consist of the General Fund, Parking Debt Service Fund and the Capital Projects Fund; however, only the General Fund and Parking Debt Service Fund are budgeted on an annual basis. Budgetary control over the Capital Projects Fund is established by annual appropriations from the General Fund to C.I.P. project equity accounts through the adoption of a 5-year capital improvement program by the Mayor & Council.

Budget Amendment after Adoption

§C10-5 of the City Charter provides specific rules for amendments to the budget after its adoption, depending on the nature of the amendment (i.e., supplemental appropriations, emergency appropriations, reduction of appropriations, and transfer of appropriations). The amendment is accomplished by the passing of an ordinance by extra-majority vote of the Mayor & Council, which must be advertised and a public hearing held, in the same manner as the original budget ordinance. An extra-majority vote of Mayor & Council (6 affirmative votes) is required for passage of all budget amendment ordinances.

Budget Transfers

§C10-5 of the City Charter also enumerates the manner in which budget transfers are made. Upon recommendation of the department head, the City Manager may authorize intra-departmental budget transfers within any department in the General Fund; notification to Mayor & Council of these intra-departmental budget transfers is not required. The City Manager may authorize inter-departmental budget transfers between departments in the General Fund, but notification to Mayor & Council is required. No transfers may be made between funds; this may only be accomplished through a budget amendment, subject to the advertising and public hearing requirements of budget ordinance adoption.

Budget Monitoring

Monthly revenue and expenditure reports are issued by the Finance department, showing revenue and expenditures for the current month, fiscal year-to-date and remaining budgeted amounts. Each line item has percentage calculations, allowing departments to monitor their budget usage at any given time. As budgetary control over expenditures occurs at the department level, individual line items within a program may be overspent. Generally, any necessary budget transfers are processed near the end of the fiscal year or after fiscal year-end.

Capital Improvement Program (“C.I.P.”)

Projects Included

The Capital Improvement Program (“C.I.P.”) process encourages participation by citizens and civic associations. Projects which meet the following criteria shall be included in the C.I.P.: all construction and new infrastructure construction in excess of \$30,000; vehicle acquisitions; major studies employing outside consultants in excess of \$30,000, often relating to a potential C.I.P. project; any equipment or furnishings acquisition in excess of \$30,000 or projects to furnish new buildings, acquisition of land and/or buildings; and grant programs providing carryover of appropriations from one fiscal year to another. Infrastructure is defined, for purposes of this policy, as street work including asphalt, concrete, sidewalks, curbs, gutters, bridges and storm drainage.

Priority of Projects

Priority shall be given to projects that preserve and protect the health and safety of the community and employees, or to projects that renovate existing buildings or facilities resulting in preservation of the City’s investment in those buildings or facilities.

Each year, C.I.P. projects that have not commenced are reviewed to determine their viability for continued inclusion in the C.I.P. and projects in progress are reviewed to reprogram excess funding, if any. In addition, the C.I.P. projects may be reviewed for deferral if funding is reduced, a need to shift funds to operations exists, significant cost estimate increases (more than 10% over the original estimated project cost) are identified, or new projects with higher priorities are identified and added.

Project Management

One project manager (and alternate, if necessary) for each project shall be identified and assigned until the final acceptance of the project by the City. As the project moves from the design phase to the construction phase, the program department and project manager assignment may change.

Project Funding

New projects are evaluated to determine a clear need for the project, to identify its funding sources, and to identify and quantify any potential future impact on operating costs. Project cost estimates are the responsibility of a particular department which is accountable for the data, identifies the basis for estimates, calculates the projected annual operating impact (as identified on the capital project summary form) and provides for any needed contingency. The C.I.P. integrates all funding sources for each project.

Funding for projects contained in the C.I.P. will identify and secure grants and private funds where possible. When direct user benefit exists, financing the project through user fees or assessments will be evaluated. When practical, the City will join in cooperative efforts with other agencies to fund capital projects.

The funding preference for capital projects is pay-as-you-go. The City will leverage City funds with grants and private funds to the maximum extent possible with a preference for at least a one-to-one ratio. Private funding for projects includes assessments of property owners directly benefiting from the project. Nothing in this statement precludes financing authorized in the City Charter, within the debt limit guidelines set forth therein.

Information Technology Purchases

The Mayor and Council reviews, during the annual budget deliberations, any planned major acquisition of computer hardware, software and peripheral equipment. Such review will be facilitated by the presentation or update of a long-range technology plan.

Accounting Policy

The General Fund, ARPA Allocation Fund, Parking Debt Service Fund and Capital Projects Fund use the modified accrual basis of accounting. Under this basis, revenues are recognized when they become both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. The City considers all revenues to be available if they are collected within 60 days after the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting.

The basis of budgeting for the General Fund is the same as the basis of accounting except for the inclusion of an appropriation from the unassigned fund balance, if necessary.

As a result of GASB 34, the City depreciates fixed assets on its financial statements using the straight-line method over the estimated useful lives of the various classes of assets, including land improvements, buildings and equipment. The City is not currently utilizing an enterprise fund for any portion of its operations. As a result, it is not required to budget for depreciation expense. Therefore, the General Fund expenditure budget does not include any depreciation expense.

Budgeted personnel expenditures include wages for hours worked and all types of leave, including holidays, annual leave, sick leave, etc. As a result, no separate budget line item is required for leave usage.

Balanced Operating Budget Policy

§C10-2D of the City Charter, Balanced Budget, requires:

For any operating fund, the total of proposed expenditures shall not exceed the total of estimated income plus carried forward fund balance or retained earnings, exclusive of reserves.

Cash Management Policy

The City's cash management policy is to maximize collection efforts for all revenues due the City, regardless of source. Generally, vendor invoices are paid within 2 weeks of the receipt of an approved invoice by the Finance department, unless otherwise directed by the department initiating the purchase. The City takes maximum advantage of vendors' credit terms in order to maximize investment earnings.

Debt Policy

§C7-4 of the City Charter, Borrowing and Contract Obligations, provides that the Mayor & Council may borrow money for any proper public purpose and evidence such borrowing by the issue and sale of its general obligation bonds in accordance with state law. The City may borrow up to 5% of the assessed valuation of all real property subject to City taxation in general obligation debt without the need to place such issue to referendum, to mature not more than 30 years from date of issue. The total of all City indebtedness at any one time shall not exceed 10% of the assessed valuation of all real property subject to City taxation. Based on current assessments, the City's general obligation debt limit is approximately \$306 million.

Although the preference of the City, in financing capital expenditures, is "pay-as-you-go", the City has recently financed the construction of new City Hall and Duvall Field renovations with a general obligation bond.

Encumbrance Policy

Purchase orders are issued for purchases to be encumbered. This action provides a budgetary reduction in the program account(s). Under current policies and procedures, all purchases in excess of \$3,000, with the exception of utilities, debt service, payroll taxes and insurance, require an approved purchase order. All encumbrances lapse at the end of the fiscal year except for capital projects fund encumbrances that are project-dependent.

Fund Balance Policy

In September 2011, Mayor and Council adopted Resolution 11-R-18 which incorporates a fund balance policy in compliance with Governmental Accounting Standards Board ("GASB") Statement No. 54. This policy also defined new fund balance classifications, effective for the fiscal year ended June 30, 2011. Most significantly, the term "undesignated reserve" was changed to "unassigned reserve".

Fund Balance Retention Policy

§C10-2E of the City Charter, Balanced Budget, states:

General fund; fund balance retention. An amount equal to twenty-five percent (25%) of the ensuing year's expenditures in the general fund shall be a retention goal in the unappropriated fund balance account of the general fund.

In the event that the General Fund unassigned reserve falls below the 25% goal, the Director of Finance and City Manager will consider budgetary methods to increase the reserve to the desired goal. These may include delaying planned purchases, freezing vacant staff positions or other measures. Falling below the 25% goal has only occurred 4 times in the past 25 years (1991, 2004, 2007, 2015), and none were the result of operating deficits.

In FY 2007, the City purchased 2 residential properties adjoining a City-owned surface parking lot for \$1.6 million from the unassigned reserve for the construction of the public parking garage. In FY 2015, our auditors recorded the MSRP purchase of prior service credit in full for financial statement purposes, rather than having it recorded in installments for budgetary purposes. By FY 2015 budget amendment, we used the same methodology for budgetary purposes, thus eliminating the need to budget \$250,000 each year for the repayment to the General Fund.

Investment Policy

Investments of the City of College Park are governed by State regulations and the City's adopted investment policy. As a general practice, funds are invested in instruments with maturities of 1-5 years. The City is authorized to invest in obligations of the U.S. government and agencies, mutual funds that invest in U.S. government securities, bank certificates of deposit, repurchase agreements fully collateralized by U.S. government and agency securities, bankers' acceptances and the Maryland Local Government Investment Pool ("MLGIP"). MLGIP was established under Article 95, Section 22G of the Annotated Code of Maryland and is under the administrative control of the State Treasurer.

PNC Institutional Investments is currently contracted to operate MLGIP and may invest in any instrument permitted by Section 6-222 of the State Finance and Procurement Article. All investments other than the MLGIP must be in U.S. full faith and credit obligations, be collateralized by U.S. full faith and credit obligations, or be covered by Federal depository insurance.

Risk Management

The City has an insurance agreement with Local Government Insurance Trust ("LGIT"), a public entity risk pool. LGIT provides the City's property, general, automobile and public officials' legal liability insurance coverage. LGIT is a total risk and cost sharing pool for all municipal participants. Premiums are charged to each municipality's General Fund, with no provision made for claim liability in addition to premiums unless an assessment is made by the Trust.

Auditing

The Finance department is tasked with the record-keeping for all City financial transactions, including general ledger, payroll, investments, budgeting and purchasing function. Internal audits are performed periodically, as needed, to ensure fiscal compliance and safeguarding of City assets. Maryland state law and the City's Charter require that an annual audit be performed by independent certified public accountants in accordance with generally accepted auditing standards. The auditing firm is selected by and directs its report to the City Council.

Other Policies

City policies are aimed at protecting revenue and preserving services. The following activities should have a positive fiscal impact:

- Seek new revenue sources;
- Encourage single family ownership by wage earners in order to enhance the City's share of State income tax and highway user tax revenue;
- Concentrate on capital improvement projects which will generate revenue in the future, facilitate economic development and contribute to the quality of life in College Park;
- Utilize technology and creativity in delivery of services at a lower cost; and
- City management is committed to:
 - expanding the revenue base whenever possible
 - seeking appropriate grants from public and private sources
 - assessing the economy on a constant basis
 - maintaining and improving service and delivery levels
 - preserving jobs
 - evaluating all City processes/procedures
 - prioritizing capital projects based on available funding
 - maintaining/improving staff morale

DEMOGRAPHIC & ECONOMIC STATISTICS LAST 10 YEARS



Demographic and Economic Statistics Last Ten Calendar Years

Calendar Year	Population	Personal Income	Per Capita Personal Income	Unemployment Rate
2011	30,587	\$ 638,586,516	\$ 20,878	7.2%
2012	31,208	569,358,752	18,244	7.4%
2013	31,274	556,458,282	17,793	8.0%
2014	32,256	577,866,240	17,915	7.3%
2015	32,301	575,248,509	17,809	6.3%
2016	32,275	582,821,950	18,058	5.3%
2017	32,303	709,729,213	21,971	5.2%
2018	32,196	724,603,176	22,506	4.9%
2019	32,163	734,731,572	22,844	4.7%
2020	34,740	812,811,780	23,397	6.9%

Sources: Calendar years 2013, 2014, 2015, 2016, 2017, 2018, 2019 and 2020 data from U. S. Dept of Commerce Bureau of the Census. Years 2011 and 2012 population figures were prepared by the Maryland Dept of Planning, Planning Data Services. Year 2011 per capita income was estimated by the City's Finance Department based on Prince George's County's per capita personal income. Year 2012 per capita income was provided by BiggestUSCities.com. Unemployment rates were provided by the Maryland Department of Labor, Career and Workforce Information.

ASSESSED VALUE & ESTIMATED ACTUAL VALUE OF ALL TAXABLE PROPERTY LAST 10 YEARS



Assessed Value and Estimated Actual Value of Taxable Real Property Last Ten Fiscal Years (in thousands of dollars)

Fiscal Year	Residential Property (net of Homestead Tax Credit)	Commercial Property	Total Taxable Assessed Value	Tax-Exempt Property	Total Direct Tax Rate	Estimated Actual Taxable Value	Taxable Assessed Value as a Percentage of Actual Taxable Value
2012	\$ 1,245,930	\$ 701,159	\$ 1,947,089	\$ 1,532,517	0.322	\$ 1,947,089	100%
2013	1,260,161	808,625	2,068,786	1,528,585	0.322	2,068,786	100%
2014	1,165,674	793,568	1,959,242	1,245,220	0.335	1,959,242	100%
2015	1,222,308	799,259	2,021,567	1,249,234	0.335	2,021,567	100%
2016	1,216,738	865,024	2,081,762	1,253,088	0.335	2,081,762	100%
2017	1,627,130	677,232	2,304,362	1,257,299	0.335	2,304,362	100%
2018	1,873,013	723,933	2,596,946	1,274,613	0.335	2,596,946	100%
2019	1,878,709	738,229	2,616,938	1,282,735	0.335	2,616,938	100%
2020	1,861,359	705,844	2,567,203	1,275,937	0.325	2,567,203	100%
2021	2,312,791	744,045	3,056,836	1,289,842	0.325	3,056,836	100%

Source: State of Maryland Department of Assessments and Taxation (SDAT)

Note: Property in the State of Maryland is reassessed every 3 years. Tax rates are per \$100 of assessed value.

PRINCIPAL PROPERTY TAXPAYERS



Principal Property Taxpayers
Current Fiscal Year and Nine Fiscal Years Ago
(in thousands of dollars)

Taxpayer	Fiscal Year 2021 Taxable Assessed Value				Fiscal Year 2012 Taxable Assessed Value			
	Real (RP)	Personal (PP)	Total	Percentage of Total City Taxable Assessed Value	Real (RP)	Personal (PP)	Total	Percentage of Total City Taxable Assessed Value
The View/SSC Maryland Apts LLC	\$ 206,455	\$ 6,443	\$ 212,898	7.24%	\$ 87,841	\$ 926	\$ 88,767	4.32%
UMCPF Property III, LLC (The Hotel)	176,857	1,742	178,599	6.07%	-	-	-	-
Gateway Terry LLC (Terrapin Row)	169,601	2,328	171,929	5.85%	-	-	-	-
HSRE College Park LLC(Landmark)	119,146	629	119,775	4.07%	-	-	-	-
Student Housing College Park LLLP (The Varsity)	100,070	737	100,807	3.43%	-	-	-	-
NSHE College Park, LLC (Camden)	85,934	-	85,934	2.92%	91,777	-	91,777	4.47%
IKEA Property, Inc. (RP) / IKEA Maryland, LLC (PP)	52,682	8,770	61,452	2.09%	43,915	7,288	51,203	2.49%
UDR Domain College Park LLC	61,224	-	61,224	2.08%	-	-	-	-
Wynfield Park Owner, LLC (RP) / Wynfield Park Apartments, LP (PP)	53,374	-	53,374	1.81%	45,678	128	45,806	2.23%
Mazza Grand Marc Apartments	52,819	-	52,819	1.80%	57,776	-	57,776	2.81%
Richard S. Gatti, et al (Marketplace)	42,252	-	42,252	1.44%	27,893	-	27,893	1.36%
8500 Baltimore Avenue, LLC	-	-	-	-	62,876	-	62,876	3.06%
Riverdale FDA, LLC	-	-	-	-	25,388	-	25,388	1.24%
Knox Village Partners LLC/Knox Box Realty LLC/Vievere III	-	-	-	-	23,371	-	23,371	1.14%
Potomac Electric Power Company	-	29,043	29,043	0.99%	-	21,831	21,831	1.06%
Total	\$ 913,959	\$ 43,249	\$ 957,208	32.55%	\$ 466,515	\$ 30,173	\$ 496,688	24.18%

Sources: City of College Park Finance Department, State of Maryland Department of Assessments and Taxation (SDAT)

PRINCIPAL EMPLOYERS



Principal Employers Current Fiscal Year and Nine Fiscal Years Ago

Employer	Fiscal Year 2021			Fiscal Year 2012		
	Employees	Rank	Percentage of Total City Employment	Employees	Rank	Percentage of Total City Employment
University of Maryland, College Park	13,580	1	46.83%	13,451	1	49.45%
University of Maryland Global College (UMGC)	970	2	3.34%	3,390	2	12.46%
National Oceanic and Atmospheric Administration	808	3	2.79%	825	4	3.03%
U.S. Food and Drug Administration (FDA)	714	4	2.46%	745	5	2.74%
National Archives and Records Administration II	674	5	2.32%	945	3	3.47%
IKEA	460	6	1.59%	292	7	1.07%
Home Depot	168	7	0.58%	-	-	-
American Center for Physics	142	8	0.49%	325	6	1.19%
College Park Hyundai	138	9	0.48%	-	-	-
The Hotel	113	10	0.39%	-	-	-
Total	17,654		60.88%	19,973		73.41%

Source: City of College Park, Department of Planning

OPERATING INDICATORS BY FUNCTION/PROGRAM



Operating Indicators by Function/Program Last Ten Fiscal Years

Function/Program	Fiscal Year									
	2012	2013	2014	2015	2016	2017	2018	2019	2020**	2021**
Parking enforcement										
Number of parking tickets issued	28,315	34,027	37,705	36,731	33,582	32,236	28,785	23,358	15,354	11,847
Recreation										
Attendance at sponsored recreational events (estimated)	30,000	31,430	31,430	29,000	29,000	30,000	30,000	30,000	n/a	n/a
Planning and development										
Variance applications processed	14	6	15	10	10	15	19	13	8	7
Clinical services										
Number of individuals who received clinical services	1,968	1,909	1,690	1,204	1,366	1,391	n/a	n/a	n/a	n/a
Youth and their families served in clinical interventions	n/a	n/a	n/a	n/a	n/a	n/a	158	156	171	175
Seniors program										
Seniors trips provided	2,278	2,210	2,205	2,192	2,272	2,481	2,397	2,001	2,066	2,100
Seniors assisted with transportation	3,585	3,515	3,507	3,486	3,581	3,490	3,707	3,622	2,412	2,450
Refuse and recycling collection										
Tons of refuse collected and disposed	n/a	n/a	n/a	n/a	n/a	4,947	4,967	4,843	4,403	4,672
Cost per ton of solid waste	\$ 135.53	\$ 139.89	\$ 147.80	\$ 151.02	\$ 171.00	\$ 185.00	n/a	n/a	n/a	n/a
Recyclables collected (tons)	1,725	1,467	1,453	1,450	1,403	1,252	1,228	1,276	1,319	1,413
Cost per ton for recycling (paper, commingles, white goods, scrap metal)	\$ 201.00	\$ 249.00	\$ 263.00	\$ 277.00	\$ 435.00	\$ 600.00	n/a	n/a	n/a	n/a
					*					
Compost yard operations										
Tons of solid waste diverted through composting	1,736	1,976	2,872	2,748	2,667	2,057	2,244	2,302	2,245	2,947
Dollars in tipping fees saved	\$ 43,411	\$ 49,412	\$ 71,799	\$ 68,704	\$ 66,675	\$ 51,425	n/a	n/a	n/a	n/a
Cubic yards of brush recycled	1,267	1,895	3,056	3,564	3,515	2,970	2,280	2,386	2,096	1,783
Dollar value of compost-related revenues (compost sales, tipping fees collected and delivery charges)	\$ 75,191	\$ 63,802	\$ 75,111	\$ 83,317	\$ 71,427	\$ 69,164	n/a	n/a	n/a	n/a
Other public works										
Street cleaning sweeps in high impact areas	219	211	193	201	195	200	200	205	85	92

Sources: City of College Park departments

Notes:

* - due to increase in County tipping fee from \$3.00/ton to over \$25.00/ton.

** - FY 2020 and FY 2021 results impacted by Covid 19 Pandemic

n/a - operational indicator not reported for fiscal year

GLOSSARY & ACRONYMS



Accrual The accrual basis of accounting recognizes revenues in the accounting period in which they are earned, while expenses are recognized when the related liability is incurred.

Annual Budget A budget applicable to a single fiscal year

Appropriated Fund Balance The portion of a governmental fund's fund balance that is used to provide resources for budgeted expenditures

Appropriation A legal authorization to make expenditures and to incur obligations for specific purposes

ARPA or American Rescue Plan The American Rescue Plan (H.R. 1319) of 2021 is a \$1.9 trillion emergency legislative package to provide the resources needed to address the ongoing COVID-19 public health crisis and spur a strong economic recovery. Specific to local governments, ARPA provides \$350 billion dollars in emergency funding for state, local, territorial, and Tribal governments. See "LFRF".

Assessed Value A valuation set upon real estate or other property by the State Department of Assessments and Taxation (SDAT) as a basis for levying taxes

ATHA or Anacostia Trails Heritage Area A non-profit organization whose members include municipalities along the U.S. Route 1 corridor. ATHA coordinates multi-jurisdictional projects to install and standardize signage, promote tourism and fund public art in the area.

Audit An independent and objective evaluation of an organization's financial statements; the primary purpose of which is to determine whether they accurately and completely reflect the organization's financial position.

Balanced Budget The process whereby budgeted revenues must equal budgeted expenditures. In the City's case, the process allows the use of undesignated reserve to supplement budgeted revenues.

Bonds A written promise to pay a designated sum of money (principal) at a specific date in the future, along with periodic interest at a specific rate. The payments on bonds are identified as Debt Service. Bonds are generally used for long-term financing of capital improvements.

Budget A plan of financial operations embodying an estimate of proposed expenditures for a given period and the proposed means of financing those expenditures. Used without any modifier, the term usually indicates a financial plan for a single fiscal year. The term "budget" is used in two situations in practice. Sometimes, it designates the financial plan presented to the appropriating governing body for adoption (i.e., the "proposed" budget); and sometimes, the term refers to the plan approved by that body (i.e., the "adopted" budget).

Capital Assets Fixed assets such as vehicles, machinery, equipment, computers or furniture which have a life expectancy of more than 1 year and a value over \$2,000

Capital Budget A plan of proposed capital outlays and the means of financing them

Capital Expenditures Fixed assets such as vehicles, machinery, equipment, furniture, computer hardware and software which have a life expectancy of more than one year and a value over \$5,000

Capital Outlay Expenditures resulting in the acquisition of, or addition to, the government's general fixed assets

Capital Projects Fund A fund created to account for financial resources to be used for the acquisition or construction of major capital facilities other than those financed by proprietary or trust funds

CCTV Closed circuit security cameras, C.I.P. project 092003

CDBG or Community Development Block Grant Grant funds available from the Federal government. In the past, these funds have been passed through Prince George's County via grant application. The City opted out of the County program and into the State of Maryland's program in fiscal year 1992.

C.I.P. or Capital Improvement Program A plan for capital expenditures to be incurred each year over a fixed period of years in order to meet capital needs arising from the long-term work program or other capital needs. The program sets forth each project or other contemplated expenditure in which the government is to have a part and specifies the resources estimated to be available to finance the projected expenditures.

Charter and City Code The codification of the City's legislation, adopted by the Mayor and Council, for the proper function and government of the City of College Park. The Charter and the various chapters of the Code contain all currently effective legislation (ordinances and certain resolutions) of a general and permanent nature enacted by the Mayor and Council, including revisions or amendments to existing legislation deemed necessary by the Mayor and Council in the course of the codification.

Constant Yield Tax Rate That tax rate which, when applied against the growth in assessed value of real property, will yield the same amount of tax revenue for the City as it received in the previous year. The constant yield tax rate is calculated by the State Department of Assessments and Taxation. If the City's proposed real property tax rate exceeds the constant yield tax rate, the City must advertise and hold a separate public hearing on the constant yield tax rate prior to adopting a budget setting the real property tax rate.

Cost The amount of money or value exchanged for property or services

CPA or College Park Academy A Prince George's County public charter school operated by College Park City-University Partnership (CPCUP).

CPCUP or College Park City-University Partnership A joint development corporation formed by the City of College Park and the University of Maryland to promote economic development.

DCPMA or Downtown College Park Management Authority A commercial district management authority (CDMA), created by the City and funded through assessments of downtown property owners. Their goal is to promote and market the downtown area and to provide security, maintenance and amenities. Membership includes all businesses within a defined geographic area as well as voluntary and professional members from other parts of the City.

Debt An obligation resulting from the borrowing of money

Debt Service The accounting for payments of principal and interest on long-term debt

Department A separate functional and accounting entity within a certain fund type

Depreciation A method of allocating the cost of a tangible asset over its estimated useful life. Depreciation is calculated and reflected in annual financial statements but is not used for budgeting purposes.

Encumbrance A reservation of funds for an anticipated expenditure prior to actual payment for an item. Funds usually are reserved or encumbered once a contracted obligation has been signed for an item, but prior to the cash payment actually being disbursed.

Enterprise Fund A separate fund established by the City for the operation of a business venture

Expenditure A decrease in net financial resources. Expenditures include payment in cash for current operating expenses, debt service and capital outlays.

Expenses Charges incurred, whether paid or unpaid, for operations, maintenance, interest and other charges that are presumed to benefit the current fiscal year

FY or Fiscal Year (followed by 2 or 4 digits) The fiscal year which starts on July 1 and ends on the following June 30 (in the year noted). For example, FY 2017 or FY17 is the fiscal year beginning on July 1, 2016 and ending on June 30, 2017.

Fixed Assets Assets of a long-term character that are intended to continue to be held or used. Examples of fixed assets include land, buildings, vehicles, machinery, furniture and equipment.

FTE or Full Time Equivalent The effect of a one person work year at 2,080 hours per year (40 hours per week for 52 weeks). Positions may be allocated to different programs within a department as partial FTE's.

Fund A fiscal and accounting entity with a self-balancing set of accounts which is segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations

Fund Balance The excess of a governmental fund's assets over its liabilities. The amount is the cumulative result of revenues in excess of expenditures for all years since the fund's inception.

Fund Balance – Assigned Includes the portion of the spendable fund balance intended for spending for a purpose set by the governing body

Fund Balance – Committed Includes the portion of the spendable fund balance that reflects constraints that the City has imposed upon itself by a formal action of the City Council

Fund Balance – Nonspendable The portion of fund balance that is segregated because it is not available for spending, either now or in the future, or there is a legal or contractual requirement for the funds to remain intact

Fund Balance – Unreserved The portion of fund balance in excess of the reserved amount

Fund Balance – Restricted Includes the portion of the spendable fund balance that reflects constraints on spending because of legal restrictions stipulated by outside parties, state statutes or grant requirements

Fund Balance – Unassigned The portion of fund balance representing expendable available financial resources

General Fund The fund used to account for all financial resources, except those required to be accounted for in another fund

GAAP or Generally Accepted Accounting Principles A set of widely accepted accounting standards, set by the Financial Accounting Standards Board, and used to standardize financial accounting of public companies and governmental units. FASB was created in 1973, replacing the Accounting Principles Board and the Committee on Accounting Procedure of the American Institute of Certified Public Accountants (AICPA) before it. The FASB is a private body whose mission is to “establish and improve standards of financial accounting and reporting for the guidance and education of the public, including issuers, auditors and users of financial information”.

GASB Government Accounting Standards Board

GFOA Government Finance Officers Association of the United States and Canada

GIS Geographic Information System

Goal A long range desirable development attained by completing staged objectives within an overall strategy

Governmental Funds The funds through which most governmental functions of the City are financed. The acquisition, use and balances of the City's expendable financial resources and the related liabilities are accounted for through governmental funds.

Homestead Tax Credit A percentage rate limiting the increase in real property assessment from one fiscal year to the next, applicable only for owner-occupied properties. The state, county and city may have different homestead tax credit rates, which is the case for FY 2017 (State of Maryland 10%, Prince George's County 0%, City of College Park 4%).

Investment Policy A policy, adopted by the Mayor & Council, outlining permitted investments for City funds. As required by state law, the investment policy was subsequently approved and filed with the State Treasurer.

LFRF or Local Fiscal Recovery Funds As part of the \$350 billion dollars in emergency funding for state, local, territorial, and Tribal governments in the American Rescue Plan (ARPA), \$130 billion was provided for local governments – the LFRF. This funding is to provide continued support of the public health response and lay the foundation for a strong and equitable economic recovery; and help governments address the revenue losses they have experienced as a result of the COVID crisis; cover costs incurred in responding to the public health emergency; and provide support including through assistance to households, small businesses and nonprofits, aid to impacted industries, and support for essential workers. It will also provide resources to invest in infrastructure, including water, sewer, and broadband services.

Levy To impose taxes, special assessments or service charges for support of the City

LGIT or Local Government Insurance Trust A public entity risk pool, of which the City is a charter member. LGIT provides the City's property, general, automobile, and public officials' legal liability insurance coverage.

Licenses and Permits Documents issued in order to regulate various kinds of business and other activity within the community. A degree of inspection may accompany the issuing of a license or permit, as in the case of building permits. In most instances, a fee is charged in conjunction with the issuance of a license or permit, generally to cover all or part of the cost of administration.

Line Item A specific expenditure category within a departmental budget, such as travel and training, telephone, postage, office supplies, etc. Defined by an account number.

Major Funds A fund whose revenues, expenditures/expenses, assets, or liabilities (excluding extraordinary items) are at least 10% of corresponding totals for all governmental or enterprise funds and at least 5% of the aggregate amount for all governmental and enterprise funds. The City's major funds include the General Fund, Debt Service Fund and Capital Projects Fund.

MDGFOA Maryland Government Finance Officers Association

MLGIP or Maryland Local Government Investment Pool MLGIP, established under Article 95, Section 220 of the Annotated Code of Maryland and operated under the administrative control of the State Treasurer, is utilized by the City for a portion of its investments. Investments by MLGIP are limited to those permitted by Section 6-222 of the State Finance and Procurement Article.

MML or Maryland Municipal League An organization representing more than 150 municipal governments and two special taxing districts in the State of Maryland

M-NCPPC or Maryland-National Capital Park and Planning Commission A bi-county agency handling planning and zoning, parks and recreation, and other issues in Prince George's and Montgomery County, Maryland

Modified Accrual The modified accrual basis of accounting is used to record revenues and related assets when they become measurable and available to finance operations of the fiscal period. Accordingly, real and personal property taxes are recorded when billed and licenses, permits and fines are recorded when received in cash. Expenditures are recorded as they are incurred.

Motion A formal action of the Mayor and Council, enacted at a regular or special meeting

MSRA Maryland State Retirement Agency, which administers the Reformed Contributory Pension Benefit Plan that the City joined effective July 1, 2014.

MSRP The Reformed Contributory Pension Benefit Plan of the State Retirement and Pension System of Maryland, a defined benefit plan that the City joined effective July 1, 2014. Participating employees (approximately 82% of all employees) must contribute 7% of their base pay on a pre-tax basis and the City's match for FY 2017 is 5.0%.

MWCOG or Metropolitan Washington Council of Governments Sometimes referred to as “COG”. An organization whose membership includes counties and municipalities in the Washington Metropolitan Area. Membership in MWCOG allows the “riding” of competitively negotiated bids by other members without the necessity of bidding a particular product or service by individual municipalities.

N/A Not applicable

No Survey As the resident survey is only performed every other fiscal year, performance measures in a particular year when no survey is conducted are listed as “No survey”.

Objective Something to be accomplished in specific well-defined and measurable terms and that is achievable within a specific time frame

OKRs or Objectives and Key Results A collective goal-setting framework that allows organizations, to set measurable goals on a regular cadence. The process of following the framework enables companies to engage in more frequent strategic conversations across the entire organization related to the goals that will make a positive impact on organizational success and growth. A well-structured OKR framework enables cross-departmental collaboration around corporate initiatives to improve your organization's business outcomes.

Operating Expenditures Those expenditures related directly to the fund's primary activity except for Personnel Expenditures and Capital Outlay

Operating Expenses Includes the cost of personal services, contractual services, commodities and other charges incurred in performing an activity

Operating Revenues City revenues that have been received and set aside to finance current operating expenses

Ordinance A formal legislative enactment by the Mayor and Council

Performance Measures A series of goals and planned accomplishments, and an effectiveness measure intended to quantify a program's attainment of their prescribed goals. For each goal, where practical, a target is set initially and adjusted as needed over time to develop meaningful data on the program's service delivery or cost/benefit to the City. Data is obtained from a variety of sources, with emphasis on the tallied results of the resident survey.

Personnel Expenditures Those expenditures related to the employment of individuals for the City including wages, the City's portion of payroll taxes and associated fringe benefits

PGCMA or Prince George's County Municipal Association An organization representing municipalities in Prince George's County

POS or Program Open Space A grant program offered by the State of Maryland, administered and allocated to municipalities by Prince George's County, for the acquisition and development of property to park use

Prince George's County The county in which the City of College Park is located. The County provides real property tax billing service to the City (at no cost), and provides services to City residents such as police, fire and emergency medical services, and public education.

Program The basic operation for which costs are defined and measurable activities or functions are performed. Multiple programs comprise a “department”.

Public Hearing A scheduled meeting or time specifically set aside to provide an opportunity for citizens to discuss their feelings and opinions about a particular issue. Prior to a public hearing, the scheduled date and time, as well as the subject, must be advertised.

Reserve An account used either to set aside budgeted revenues that are not required for expenditure in the current budget year or to earmark revenues for a specific future purpose

Resolution A formal expression of opinion, will or intent voted by the Mayor & Council

Restorative Justice An approach to justice that focuses on repairing the harm committed against the victim and the community. It is based on harms and needs; obligation to make things right; and the engagement of the community. Initially restorative justice was used to deal with property crimes and issues within the criminal justice system, but its use has expanded to address historic wrongs against groups of people.

Revenue Revenue is an increase in assets or financial resources which: does not increase a liability; does not represent a repayment of an expenditure already made; does not represent a cancellation of certain liabilities; and does not represent an increase in contributed capital.

RFP A Request for Proposals is required under the City's procurement policy for purchases in excess of \$30,000 unless the City is riding a contract procured by another qualifying agency whose purchasing policy meets or exceeds the City's purchasing guidelines.

SDAT or State Department of Assessments and Taxation A State of Maryland agency which provides assessment information to the City and Prince George's County for the purpose of levying real and personal property taxes

SHA State Highway Administration

Tax Base The aggregate value of the items being taxed. The base of the City's property tax is set by the State Department of Assessments & Taxation at 100% of the full market value of all real property and 100% of all business personal property in the City.

Tax Differential A reduction in the Prince George's County real and personal property tax rate to City property owners for services provided by the City that the County is not required to perform. The tax differential is based on County-budgeted expenditures for a select group of services. Each year's tax differential rate is calculated by the County based on a complex formula. For fiscal year 2017, City residents receive a tax differential of 3.10 cents for real property and 7.29 cents for personal property off the County's tax rates for unincorporated areas.

Tax Rate The amount of tax stated in terms of a unit of the tax base. The City's FY 2017 tax rates are 33.5 cents per \$100 of real property assessed valuation and 83.8 cents per \$100 of personal property assessed valuation.

TBD or To Be Determined This information is not currently available.

Transfers The amount of contribution from one fund to another, or the amount transferred from one C.I.P. project to another. Budgeted transfers are made from the General Fund to the Capital Projects Fund for acquisition of certain assets or to fund certain projects. Includes "Interfund Transfers" and "Interproject Transfers".

UMD or UMCP University of Maryland College Park, the City's largest property owner (albeit tax exempt) and largest employer, is the flagship campus of the University System of Maryland.

UMGC (formerly UMUC) University of Maryland Global Campus (formerly University of Maryland University College) provides on-campus and online courses and degree programs.

Unrestricted Fund Balance The excess of the assets of a governmental fund or trust fund over its liabilities and reserved fund balance accounts. *See Fund Balance.*

Unassigned Reserve or Unassigned Reserve Balance Same as Unrestricted Unassigned Fund Balance. *See Fund Balance.*

Unrestricted Unassigned Fund Balance The portion of fund balance representing expendable available financial resources. *See Fund Balance.*

WMATA or Washington Metropolitan Area Transit Authority Sometimes referred to as "Metro". The regional transportation authority serving Washington, D.C., Northern Virginia and the Maryland suburbs of Washington, D.C., providing bus and subway service. College Park is served by 2 stations (College Park and Greenbelt) on Metro's Green Line.

WSSC or Washington Suburban Sanitary Commission This regional utility serving Prince George's and Montgomery counties provides water and sewer service and storm drainage to City residents.